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ABSTRACT

To help educators and librarians meet the demands of adult basic education students, a guide was prepared which: (1) discusses criteria for selecting materials for use in adult education classes; and (2) includes an annotated bibliography of materials appropriate to adult learners. Selection considerations included: (1) interest in subject area: (2) readability; (3) format; and (4) organization. The bibliography includes titles and content summaries for materials in the following areas: (1) informational materials; (2) leisure reading; (3) instructional materials; (4) professional materials for teachers and librarians; and (5) resources for keeping up-to-date. (EMH)

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ABE: Guide to Library Materials

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U.S. DEPARTMENT OF HEALTH,
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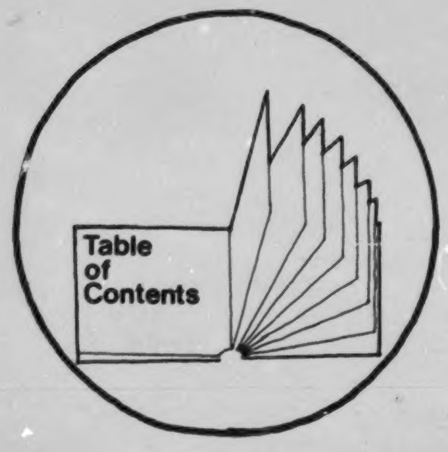


Foreword v

Introduction — scope and purpose vii

Choosing Books for ABE students — Selection and Evaluation of ABE Materials 1

- High Interest Subject Areas 1
- General Easy Reading Traits 2
    - Reading Level 2
    - Writing Style 3
    - Physical Layout 3
- Inviting Format 4
- Organization of Materials 5
- Librarian/Teacher Cooperation 5
- Up-dating the Collection 6
- Selection Policy 6

Annotated Bibliography

- I. Informational Materials 7
    - Introduction 9

List of General Titles 10
List of Job Related Titles 22

II. Leisure Reading Materials 29
Introduction 31
List of Titles 32

III. Instructional Materials 41
Introduction 43
List of Titles 45

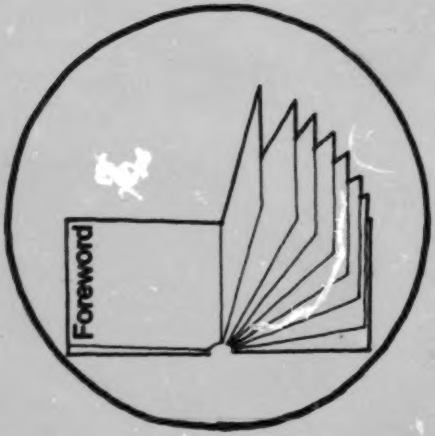
IV. Professional Materials for Teachers and Librarians 51
Introduction 53
List of Titles — Adult Education 54
List of Titles — Library Literacy Projects 58
List of Titles — Ethnic Lifestyles 60

V. Resources for Keeping Up-to-Date 63
Professional Associations 66
Journals and Abstracting Services 67
Current Bibliographies 69

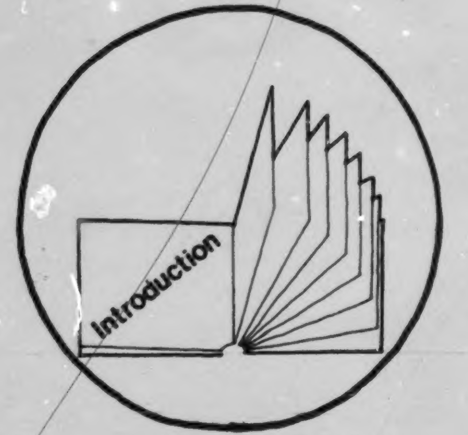
Appendices

A: Selection Guide 71
B: Directory of Publishers and Producers 73

Index — Author, Title, Series 81



The bibliography which follows is the result of the combined efforts of the Texas State Library, the Industrial and Business Training Bureau of the University of Texas at Austin, the Austin Public Library, and many librarians and adult educators from around Texas whose suggestions and ideas were sought. It is one of three publications produced by the Industrial and Business Training Bureau on ABE and public libraries. The other two are: *Establishing Library Learning Centers for Adult Basic Education* and a slide-tape presentation entitled *Adult Learning (It Can Happen in the Library, Too).*



ABE . . . Guide to Library Materials

This guide was planned to be a revision of *An Annotated Bibliography of Adult Basic Education and Related Library Materials*, published by the University of Texas, Division of Extension in 1972. A broader approach to materials selection has developed, and in the process the bibliography has become a guide as well. Moreover, because there are more and better materials available now than there were in 1972, most of the titles in this guide were not in the first bibliography. Since the printing of the first bibliography, many teachers and librarians have become involved in library learning centers. There has been a great deal of input from this group which has emphasized the need for something more than a list of easy reading books.

The expanded purpose of this guide is to show which subject areas will be in the most demand by ABE students and to help adult educators and librarians identify material that will be of interest and use to under-educated adults. The bibliography itself is composed of examples of these different materials. It is hoped that librarians will be able to use these examples to lead them to appropriate material already in their own collections and for ordering new titles. The effort has been to try to provide a way to approach the selection and evaluation of materials in terms of the needs of any particular community.

This bibliography is selective, not comprehensive. All items included were either examined by the compilers or highly recommended by teachers or librarians who had used them. Most items have been published since 1970, and further, only material that was considered good was included. There are no children's books listed, but some juvenile and young adult titles will appear in certain subject areas.

Reading levels were not assigned but were mentioned when provided by the publisher. Most of the material falls in the 3-6 grade reading level; there is still little available for adults at the 1-3 grade reading level. A certain level of vocabulary is required for anything beyond the easiest storybooks, and until the adult has developed this basic reading vocabulary, he will be limited largely to workbooks and teacher made materials. By the time the adult reaches the 6th grade reading level, there will be many titles in any general public library collection that he can use.

Possibilities for inclusion in the bibliography came from several sources:

1) a wide range of adult education publishers catalogs;
2) suggestions from librarians and teachers in cooperative ABE-library projects in and out of Texas;
3) other ABE bibliographies; and
4) bookstores and conference exhibits.

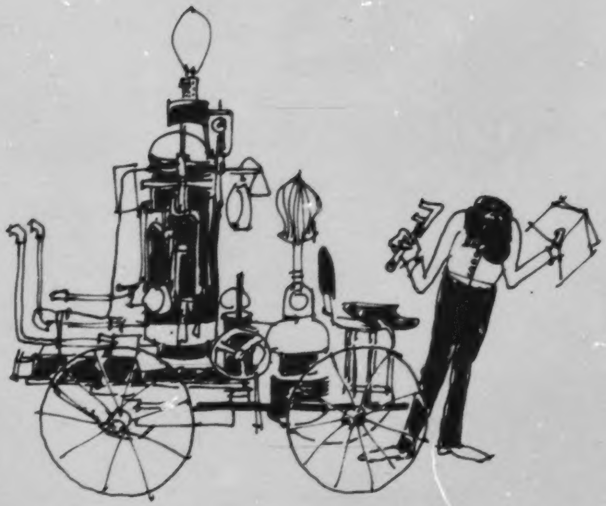
Material in the body of the bibliography is organized in five major sections. The introduction to each section provides specific assistance in selecting and evaluating instructional, informational, and leisure reading material for ABE students. The introductions also clarify the type of material included, with further discussion of how these items can be used with students. Items in the section are listed alphabetically by author, by title, or by series statement. The bibliography index, however, provides access by author, title, and series. Names and addresses of all publishers and producers cited in the entries are listed in Appendix B.

Materials representing a wide variety of formats were considered; paperbacks, government documents, pamphlets, magazines, newspapers, worktexts, and various non-print materials were included. Care was taken to avoid duplicating other ABE bibliographies, but those that are particularly helpful are listed in Section V. The following section contains specific selection criteria and is, in fact, designed as an example of what good material for ABE should look and sound like. So that it can be used separately, it does repeat some of the same information found in the rest of the guide.

CHOOSING BOOKS FOR ABE STUDENTS

Under-educated adults read mainly to learn (to pass the GED test, for example), to find out something, or to practice their reading skills.

Have a variety of materials to meet these needs. In selecting them, look for HIGH-INTEREST SUBJECT AREAS, GENERAL EASY-READING TRAITS, and AN INVITING FORMAT.



High Interest Subject Areas

ABE students will have many of the same interests as other library users, but you'll probably want to stress some things.

For those reading to learn, have:

GED study texts
math workbooks
vocabulary and spelling books
dictionaries

For those reading to find out something, have information on:

jobs and job skills
family life
child care
medicine & health
personal growth
crafts and hobbies
consumer needs
legal and civil rights
car repair
home maintenance
community services
Social Security
welfare & food stamps
taxes
money management
how to do anything

General Easy Reading Traits

What general qualities should you look for in selecting materials?

We will discuss how to evaluate materials based on *reading level, writing style,* and *physical layout.* Don't expect to find all these traits exhibited at their best in any one book, but try for the best combination.

Reading Level

Look first at the reading level. The material should be and should *look* fairly easy to read, but don't use books that look childish. There are many formulas for determining adult reading levels. The main ones are the Gunning Fog Index, the Flesch Reading Ease and the Fry Readability Graph. They are complicated and time-consuming (10-20 minutes per book). Most librarians will not have time to examine each possible title this way. (See *Pivot,* v. 6, no. 3, February, 1975, for more information on using the Fog Index).

In this bibliography we have considered that books fall into one of 3 general levels:

1) Beginning (materials for the adult new reader at roughly the first through third grade level)
2) Intermediate (material for the adult who reads poorly and has a limited reading vocabulary; roughly the fourth through sixth grade level)
3) General adult materials (above the 6th grade level)

For those reading to practice their reading skills, have:

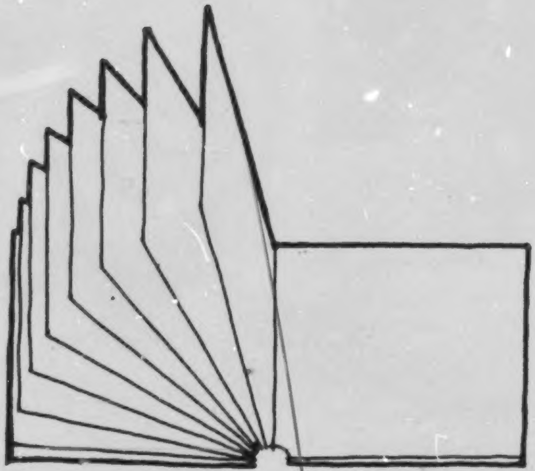
adventures
westerns
romances
biographies
books on subjects of current interest
(such as astrology)

At the *beginning level*, there is little available. A certain vocabulary development is necessary for anything more than the easiest storybooks. Until a person has a basic reading vocabulary, he will be limited mostly to workbooks, teacher made materials, and non-print media. On the other hand, at the *3rd level*, adults should be able to read almost anything in the general library collection (6th grade level is higher than it sounds). So you will be selecting books at the 4th-6th grade reading level. Most of the materials in this guide are in this *intermediate group*. (Don't get too hung up on reading levels, since people will often read beyond their own level in areas of prime interest or importance.)

Writing Style

Let's look now at *writing style*. Some things that makes reading easier are:

1) Short words and simple sentences.
2) A direct, personal approach using "I" and "you"; avoid the passive voice.
3) Dialog.
4) Stressing key points with every day examples which the reader can relate to.
5) Using lists rather than narrative, when appropriate.



Physical Layout

The physical layout of a book can also affect the reading level by making it look easier to read. Adult students tend to choose books that have these features:

1) Larger than average *type*. 12 point type is easy to read and doesn't seem childish (this section is set in 12 point type).
2) Generous *spacing* between lines and at margins. The reader shouldn't be overwhelmed by a seemingly endless string of words and letters.
3) Good *illustrations*. Art work at an adult level can be effective and photographs are always good.
4) Different type faces, captions, headings and illustrations to *break up large areas of text*.
5) *Covers* that use attention-getting words, photographs, or colors.
6) Few pages. Thick books look so hard to finish that they're seldom started.

An Inviting Format

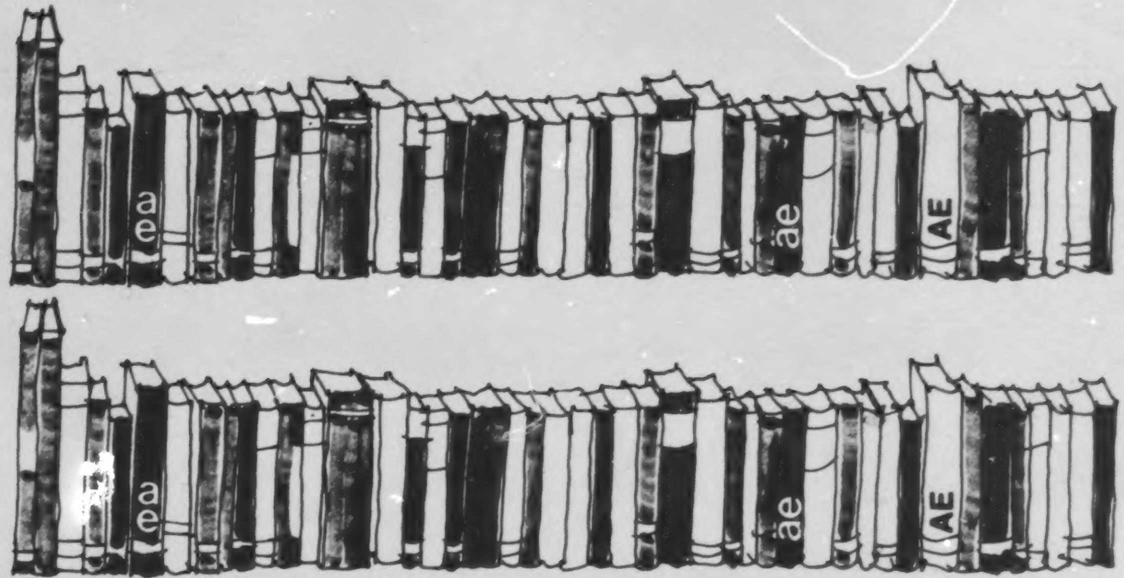
Libraries have mostly hardbound books, but don't let that limit you. Look also at:

1) Paperbacks—they're popular, familiar, colorful, portable, and they don't look too long.
2) Government documents and pamphlets—they sound deadly, but they contain to-the-point information and are good for browsing or giveaway.
3) Newspapers and magazines—they're bright and everyone loves them; definitely check them out and give away old issues if you can.
4) Workbooks and worktexts—not only classroom tools, many can be used at home without a teacher.
5) Nonprint media—great for nonreaders who are more oriented to visual and aural communication. You may have to demonstrate the unfamiliar, but the adult will probably enjoy the novelty of the equipment when he knows how to use it; this material is also good for library group programming.

Organization of Materials

Shelve ABE materials with the general collection, but mark the spines with "AE" so that *you* can find them more easily. If the material is shelved separately, it stresses to the student that he is different from other library users.

Shelve juvenile non-fiction with adult non-fiction so that you don't have to send adult students to the children's room.



A good collection of materials for ABE students will be the result of close cooperation between the teacher and the librarian. Teachers will have information on instructional materials and on their student's needs, interests, and reading levels. Librarians will know what's available and will have ideas on imaginative uses of some materials. Their other experience in book selection, information sources, and advising readers will also come in handy. The cooperative selection of materials will lead to a strong library-ABE program.

Up-Dating the Collection

Materials selection is an on-going process. Once you have a basic collection that's being used, you'll know more about what works best for your students. The "personality" of each program will be different, even within the same city. When you're selecting new titles for your general collection, don't forget your ABE students. Mark possible ABE titles differently and buy extra copies if necessary. Use regular selection tools (*Booklist, Library Journal,* and *Previews*). Also look at the following special items which list materials that are directed to ABE programs:

1) *Booklist* — which sometimes has a column listing and annotating materials for ABE students.
2) *Adult Leadership* for monthly book reviews, new materials and news items.
3) ERIC Clearing House on Career Education — which lists new titles that may otherwise be hard to find — mainly professional or instructional material.
4) National Multi-Media Center for Adult Education — has a monthly abstracting service for new teacher and student materials.
5) *Pivot* — regularly lists new titles being added to the ABE collection at the Philadelphia Free Public Library.

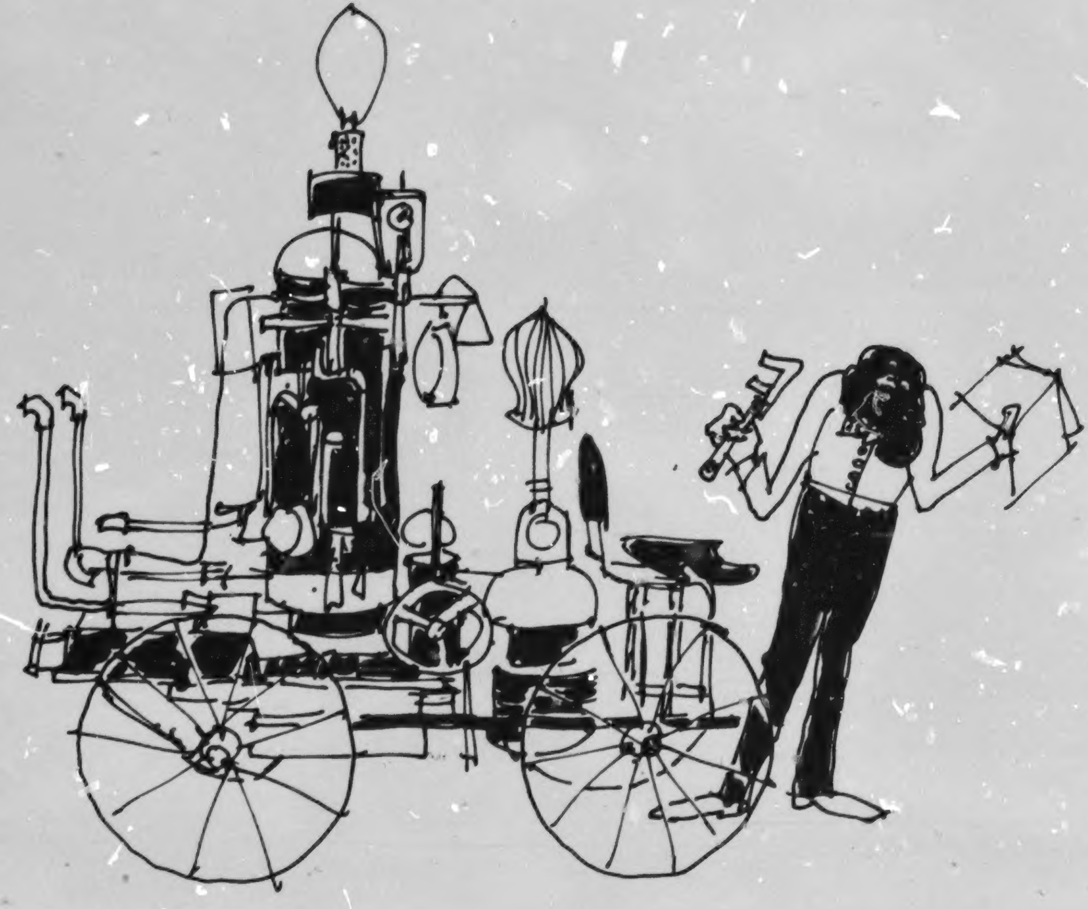
Turn to Section V for order information.

Selection Policy

Write a selection policy especially for your ABE collection. It can provide continuity and focus for the collection, can help you decide whether or not to buy specific titles, and can help implement your program objectives. A well-written selection policy helps you decide what's important, and lets other people know what you're doing.

Look at the policy from the Austin project in Appendix A. It may not fit *your* program, but it's a good place to start.

Informational Materials



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INFORMATIONAL MATERIALS

Public libraries can have the most impact on adult students in the provision of information to meet their day-to-day needs. Many adults will not choose reading as a recreational or leisure-time activity, but they can learn that public libraries are centers for finding out information and how to do things. The library should develop this role, not only through the materials which it makes available, but also through the information it collects on its own community's resources and agencies. Adult students need practical information in a concise format, and they need to know what other resources are available to them in their community.

The subject areas in this section of the bibliography include those day-to-day information needs faced by adult learners: occupational opportunities; health; money management; legal rights; community resources; consumer education; child care; family life; cooking; car repair; crafts and hobbies; and other areas of how-to-do-it information. Generally, the material is intended for use directly by the students. Some titles, however, are included that are best used by the librarian or teacher as a reference source; the annotation will indicate this when it is the case.

Job information has been emphasized since it is an area in which so many ABE students have an immediate interest. You may consider setting aside a separate section in the library with this type of material in a variety of media; students and patrons alike enjoy browsing through many of these titles to see what is going on in the job world. Extend the use of these materials through joint programming with job or training agencies in the community.

Much of the nonprint material is useful not only in class but also for programming aimed at both adult students and the general public. (Again, community resource people can help with programming.) Nonprint titles are listed in the areas of consumer education, crafts, and car repair. Audio cassettes and sound filmstrips make this type of information available to students who cannot read.

Informational materials can be purchased in formats other than standard hardback and paperback. Try to acquire pamphlets, brochures, and government publications as well. Pamphlets provide up-to-date information, nontechnical explanations, and specific answers to specific questions. Many of these are inexpensive and do not have to be cataloged. Sources of pamphlets include the Government Printing Office and a nearby Federal Bookstore; state agencies such as the State Education Association; national associations such as Alcoholics Anonymous and The Family Service Association of America; and community-based agencies such as the local Social Security Office and the employment office.

For a comprehensive listing of publishers, agencies, and national organizations which have relevant informational materials and pamphlets, see *Coping Skills Materials: A List of Sources,* published by the Appalachian Adult Education Center.

For an easy way of finding government documents, write to the Superintendent of Documents requesting "Price Lists"; these "price lists" are published in many different subject areas and provide access to the more popular government documents.

Sometimes easy reading materials cannot be located in areas where an information need exists. In some cases adult literacy programs produce their own easy-reading materials for use by adult students. The Florida Driver's Manual and the Florida Consumer Education Laws, for example, were rewritten on a 4th grade reading level. They are available for inspection from the Florida State Department of Education, Adult Division, Tallahassee, Florida 32304.

Another alternative is to clip materials from magazines which often include special sections on subjects of interest. For example, the November, 1973 *Woman's Day* had an excellent section entitled "Common Infectious Diseases of Childhood."

American Bible Society. *Good News For Modern Man: The New Testament in Today's English Version.* New York: Pocket Books, 1971. 599 p.

$.95

A simplified version of the New Testament. Magnetix Corporation has this text on audio cassette; it is packaged in five albums, with four cassettes per album. Each album is $16.95, the series $69.96.

American Medical Association. *Let's Talk About Food.* Acton, Mass.: Publishing Sciences Group, 1974. 282 p.

$6.95

Answers commonly asked questions (many of which have appeared in Today's Health*) on food and nutrition. Although the format, layout, and subject are quite good, the level is high school rather than intermediate.*

Audel Mini Guides. Indianapolis, Indiana: Bobbs Merrill, 1975. 64 or 96 p.

$2.95 each

This series has some titles not found in other series of do-it-yourself materials. Of particular interest are:

Bicycle Maintenance and Repair
Do-It-Yourself TV Maintenance
Small Appliance Repair

Barnaby, Ralph Stanton. *How to Make and Fly Paper Airplanes.* New York: Four Winds Press, 1969. 72 p.

$4.95

A very popular title; the directions and illustrations are clear and easy to understand.

Bent, Bob. *How to Cut Your Own or Anybody Else's Hair.* New York: Simon & Schuster, 1975. 126 p.

$4.95

An excellent guide which covers various haircuts for men and women; includes a brief overview of theory, different types of cuts, and how to blow dry hair. The directions are clear and simplified, line drawings are bold and detailed; the layout and typography are well done in a spiral bound format.

Bernhard, Yetta. *How To Be Somebody: Open the Door To Personal Growth.* Millbrae, California: Celestial Arts, 1975. 95 p.

$3.95

Develops the idea that all adults have available to them dynamic possibilities for change and personal growth and that the decision to "be somebody" is a conscious choice. The writing style is straightforward and not "preachy". Type is large and well spaced; black and white line drawings also serve to make the format easy to read.

Between Generations: Parent/Teenage Relationships. New York: McGraw Hill, 1974.
4 sound filmstrips and guide.

$65/records; $72/cassettes

A good, humorous series, objectively and realistically presented from both parent's and teenager's viewpoint. Stimulates discussion rather than presents answers in such areas as drugs, drinking, personal appearance, careers, marriage, security, expectations, and the need for acceptance and recognition. Specific filmstrips are:

"Nobody's Perfect." Parent's and children's different perceptions of what the teenager wants for his life.

"Man/Child." Conflict between the two different views on responsibility and independence.

"A Boy for You, A Girl for Me." Focus on adolescent sexual awakening and the conflicts that arise between mother/daughter and father/son.

"Glass Houses." Juxtaposition of adult cocktail party and teenage party and intolerance expressed by both groups.

Bohlman, H. Mac and Herbert W. Bohlman. *The Law for You.* Chicago: Follett Educational Corporation, 1969. 63 p. (Accent/Consumer Education Series)

$.75

An overview of various facets of law including lawyers, contracts, wills, and courts. It offers good information, advice, and explanations in a clear style. A glossary and exercises are included so that it may be useful in the classroom, but it will be good for general circulation as well.

Brann, Donald R. *Easy Build Series.* Briarcliff Manor, N.Y.: Directions Simplified, 1973, 1974.

$2.00-2.50

A set of about forty titles which treat very specific building or repair projects. Particularly good for the large number of line drawings included, the larger than normal type, and attractive spacing that makes the text look straightforward and not overcrowded. Titles of interest include:

How to Apply Paneling
How to Lay Ceramic Tile
How to Modernize a Kitchen
How to Build an Addition
How to Modernize a Basement
How to Repair, Refinish and Reupholster Furniture, Caning Simplified
Concrete Work Simplified
How to Build Storage Units
How to Add an Extra Bedroom
How to Transform a Garage into a Living Unit
Roofing Repairs and Application Simplified

Brown, Jan. *Buy It Right: A Shopper's Guide to Home Furnishings.* New York: Franklin Watts, 1974. 190 p.

$2.95

Charts, diagrams, and lists are included in this discussion of furniture buying.

Campbell, David P. *If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else.* Niles, Ill.: Argus Communications, 1974. 144 p.

$1.95

Attempts to provide persons with the skills for making responsible decisions. The approach will broaden options in career selection through finding alternatives and setting goals. Author's suggestions are specific and practical, helpful for young adults and adults in the process of reassessing life choices. Humorous and provocative, with eye-catching graphics.

Can-Do Tune-Up Series. Indianapolis, Ind.: Bobbs Merrill, 1975. 112 p.
Audio cassette and book.

$7.95 each

Instructional paperbacks with accompanying audio cassettes in the following areas:

General Motors Corporation Cars
Chrysler Corporation Cars
Ford Motor Company Cars
Volkswagen Cars
Pinto and Vega
Toyota and Datsun

Each book includes step-by-step instructions for automotive tune-ups, car repairs, and general maintenance for each of the above makes of cars. The book includes easy-to-follow instructions, diagrams, charts, and photographs. The accompanying audio cassette guides users through each procedure.

Child Care and Development Series. Sets 1 & 2. New York: McGraw-Hill, 1971.
4 sound filmstrips per set.

$58/records; $66/cassettes, each set

A fairly good series for programming, with filmstrips on the following topics:

Set 1: "Caring for Children: An Important Job"

"Clothing Needs of Children"
"Children's Play"
"Food Needs of Children"

Set 2: "Intellectual Development of Children"
"Discipline and Punishment"
"Influences on Children"
"Anxieties of Children"

Chilton's Basic Crafts Series. Radnor, Penn.: Chilton Book Co., 1975. 28 p.
$1.95 each

Basic level books with many colored and black and white illustrations. Format allows the books to stand up on their own with spiral bindings so that users can easily follow the directions while working on the craft project. The series includes twelve books. The following are especially pertinent:

Start Off Making Christmas Decorations. *Jane Berry.*
Start Off in Making Cloth Handbags. *Dorothy Frager.*
Start Off in Needlepoint. *Betty Gilmore.*
Start Off in Leathercraft. *Steven M. Edwards.*
Start Off in Shellcraft. *Cleo M. Stephens.*

Chilton's Repair and Tune-Up Guide Series. Radnor, Penn.: Chilton Book Co., periodic revisions.
$6.95-8.95 each

150 titles covering specific makes and models of American and imported cars and motorcycles; available in either paperback or hardcover editions. Discusses troubleshooting, repairs, maintenance, and tuning. Format is good, generously illustrated with photographs, line drawings, diagrams, and specification tables.

Chilton also publishes many other titles dealing with automotive subjects; some are available in Spanish editions. Also developed is a MAC (Mechanic/Audio/Cassette) which combines an instructional manual and audio cassette giving step-by-step procedures on tune-ups for specific makes of American cars.

Consumer Information: An Index of Selected Federal Publications of Consumer Interest. Pueblo, Colorado: Consumer Information Center. 1974—. Quarterly.
Free on request

A quarterly listing of some 250 government publications, mostly inexpensive pamphlets and brochures, grouped under such topics as child care, budgeting, food, health, housing, and consumer education. Government documents available in Spanish can be located through the quarterly index Informacion Para El Consumidor, *also available from the Consumer Product Information Center.*

"Coping with Inflation." *American Libraries,* v. 6 (October, 1975), pp. 569-571.

Bibliography of current trade publications in the area of consumer affairs with brief annotations and order information. One in a series of "In Demand" bibliographies prepared by the Publishers' Library Promotion Group, this series of current interest bibliographies is published every three or four months in American Libraries. *This is not designed to be an evaluative selection tool, but a listing of new materials in high-demand areas.*

Drury, Treesa. *Savvy Shopper.* Los Angeles, Calif.: J. P. Tarcher, 1974. 124 p.
$2.95

Subtitle: "A Guide to Hundreds of Money-Saving, Time-Saving, Temper-Saving Tips to Help You Win the Consumer's Battle Against Rising Prices, Shoddy Work, False Claims, and the Frustrations of the

Marketplace." Useful information on how and where to place consumer complaints and smart shopping hints for food, housing, furniture, appliances, autos, credit, insurance, and taxes. This would be useful as a reference and programming source. Teachers and librarians might be interested in reformatting some of the information for easier student use.

Eckstein, Joan and Joyce Gleit. *Fun With Growing Things; A Guide to Indoor and Outdoor Gardening for Kids.* New York: Avon Books, 1975. 156 p.
$2.95

Dozens of planting projects for kids of all ages, with complete, easy-to-follow instructions and illustrations. Indoors or outdoors, planting flowers or vegetables, the book contains all the information you need for every kind of gardening—what kinds of soil, how much light and water, what kinds of tools and pots. Nice spacing, lots of black and white line drawings. This is in no way designed just for children.

Engel, Lyle K., and Editors of Auto Racing Magazine. *The Complete Motorcycle Book.* New York: Four Winds Press, 1974. 160 p.
$6.95

Straight talk for beginning cyclists. Illustrated; with introduction by Evel Knievel.

Everybody's Money. Madison, Wisconsin: Credit Union National Association, published irregularly.

These pamphlets are short, colorful, easy-to-read, and practical. Information is provided in such areas as cutting home expenses, wise consumership, obtaining credit and personal loans, and registering complaints. All topics include practical how-to suggestions. Special issues on budgeting and general credit union services are also available.

Fenten, D. X. *Plants for Pots: Projects for Indoor Gardeners.* New York: Lippincott, 1969. 128 p.
$4.82

Many good ideas for indoor gardening—to do alone or with children; good layout, large type, excellent line drawings, plant name pronunciation list.

The First 18 Months: From Infant to Toddler. New York: Parents Magazine Films, 1974. 5 sound filmstrips, guide.
$49/record; $58/cassette

A good series discussing needs and behaviors of infants. Visuals are good, depicting minority families and men, with good audio background. Titles of filmstrips are:

"The New Arrival"
"Discovering the World"
"Making Friends with the Family"
"First Steps, First Words"
"A Time for Adventure"

The guide contains programming suggestions and scripts from each filmstrip. Parents Magazine Films also has a filmstrip series entitled Everyday Problems Of Young Children *and other programs on child development and parenthood.*

Food Stamps. Austin, Tx.: Texas State Department of Public Welfare, 1973. 14 p.
Free on request

Easy to understand discussion of food stamp program in terms of who can apply and how the program works. Nice format with bilingual text.

Freed, Alvyn M. *TA for Kids (. . . And Grownups Too!).* Los Angeles: Jalmar Press; 1971. 80 p. (Distributed by Price, Stern, Sloan Publishers).
$4.00

A simple, straightforward discussion of the principles and uses of transactional analysis written at the 4th to 6th grade reading level for children, parents and teachers. The text is heavily illustrated with black and white line drawings and includes chapters on the parent, adult, and child ego states present in each person; how to know which ego state is operating in particular situations; and an examination of communication patterns based on TA. Each section includes exercises to help readers apply this information to their own relationships.

Gardner, Richard A. *The Boys and Girls Book About Divorce, With An Introduction for Parents.* New York: Bantam Books, 1970. 155 p.

$1.25

Written specifically to help children explore and understand their feelings toward their parents after a divorce, it would be helpful for parents in explaining the realities of divorce to their children and in understanding their children's fears, anger, frustration, and need for love and attention.

Gewanter, Vera and Dorothy Parker. *Home Preserving Made Easy.* New York: Viking Press, 1975. 344 p.

$12.95

Comprehensive coverage of all kinds of preserving—not just jellies. It covers basic tools and materials, different types of processing (smoking, drying, pickling, canning, freezing) and includes specific recipes.

Goad, Marcine. *Every Parent's Guide to Day Care Centers.* Chatsworth, Calif.: Books for Better Living, 1975. 159 p.

$1.25

Short chapters present direct information about what to look for in a good day care center, what low-cost programs are available, where to get free help in your neighborhood, bilingual schools and the Montesorri method, what kind of children's activities are in your community, and how you can start your own child care center. Helps parents who need to find the best day care possible no matter what their budget.

Green, Hayden, comp. "Consumer Education Bibliography." *Booklist,* v. 69 (June 1, 1973), pp. 933-938.

An annotated bibliography of nonprint materials, excluding 16 mm films and videotapes, that deal with consumer information for high school students and adults. Newer nonprint materials can be found in Previews *and later issues of* Booklist.

Harris, Sydney J. *Winners & Losers.* Niles, Ill.: Argus Communications, 1973. 144 p.

$1.95

A colorfully & humorously illustrated book with practical, short comments on decision/lifestyle of winners and losers, including personal self-image, values, motivation, and human relations. This book treats personal characteristics with a light touch that provides insight and shows wisdom about the human condition.

Home Decoration Series. Sets 1 & 2. New York: McGraw Hill, 1973.

4 sound filmstrips and guide per set.

$58/records; $66/cassettes, each set.

Good programming materials, using multiethnic actors. Filmstrips provide information on planning for comfort and convenience, working within a budget, furniture styles, tips on buying, and layouts for arranging furniture. Titles included are:

Set 1: "Element and Principles of Design"
"Selecting Furniture, Parts 1 & 2"
"Arranging Furniture"

Set 2: "Lighting"
"Selecting Fabric"
"Decorating: An Individual Approach"
"Selecting Tableware"

Home Pro Guide Series. Alhambra, Calif.: Borden Publishing Company, 1975. 180 p. *Titles available are:*

The Home Pro Bathroom and Kitchen Remodelling Guide
The Home Pro Brick, Concrete, and Stonework Guide
The Home Pro Electrical Installation and Repair Guide
The Home Pro Paneling and Wallboard Guide
The Home Pro Plumbing Guide
The Home Pro Wallpaper and Paint Guide

Step-by-step directions, with lots of line drawings and photographs. Includes numbered step-by-step instructions, easy-to-read and follow, and a section on "Tips, Hints, and Cautions" for each repair or project described. The handy 5" x 9" format makes these books easy to handle and refer to for specific techniques. Very appealing and easy to use.

Hunter, Madeline C. and Paul V. Carlson. *Improving Your Child's Behavior.* Glendale, Calif.: Bowmar, 1971. 130 p.

$7.00

Explains clearly and illustrates with practical examples the basic principles for modifying children's behavior by the systematic and informed use of rewarding, punishing, or ignoring behavior. Although written at an 8th or 9th grade reading level, the value of the book for new adult readers is in the clever and uncomplicated presentation, interesting case studies, the short chapters with good illustrations, and good spacing.

"Inflation Fighter Booklist." *The Unabashed Librarian,* no. 15 (Spring, 1975), pp. 27-30.

Produced by the New Mexico State Library, this annotated bibliography lists current books and magazine articles in such areas as do-it-yourself guides, money management, consumer protection, small businesses, food preparation on a limited budget, and home management.

Jackson, Reggie. *Inside Hitting.* Chicago: Henry Regnery Co., 1975. 86 p.

$7.95

A good guide for improving hitting by a well known baseball player for the Oakland Athletics. The layout is good with large type and black and white action photos. The text is clear with many personal references to this player's experiences.

Johnson, G. Timothy. *What You Should Know About Health Care BEFORE You Call A Doctor!* New York: McGraw Hill, 1975. 424 p.

$3.95

A good general introduction to seeking medical care—choosing a doctor, types of health care and how to find them, the costs involved, and when to see a doctor. A large portion of the book is devoted to particular types of health problems—emergencies, women's health problems, heart trouble, respiratory trouble—with discussions of causes, possible treatments, and what a doctor is likely to want his patient to know. This book is written by a practicing physician.

Kemp, Judy Lynn. *Supermarket Survival Manual.* Chatsworth, Calif.: Books for Better Living, 1973. 174 p.

$1.25

An easy to read guide to save money when buying food. The style is chatty, the print large, and the advice worthwhile.

Law, Sylvia. *The Rights of the Poor.* New York: Avon, 1974. 175 p. (American Civil Liberties Union Handbook)

$.95

Concise guide to a person's right to welfare in all its forms, including Medicaid, Medicare, and health services in general; Aid to Dependent Children; Old Age Assistance; food stamps, free school lunches; and the rights of migrant workers. Describes eligibility criteria for each type of assistance, how to apply, and where to appeal if the application is denied. An excellent book to provide the teacher and librarian with background information needed to help students in these areas. This book should be supplemented by specific information from state and local public welfare agencies on the specific services available in the community. Another title of interest in this series is The Rights of Women *(1973) by Susan C. Ross.*

Little, Edward A. *Automechanics: An Introduction and Guide.* New York: Franklin Watts, 1974. 128 p.

$5.95

This is not a repair manual, but an explanation of how and why the car works. Includes photos, diagrams, and glossary and is written at a simple level. It is not sexist.

McWhirter, Norris and Ross McWhirter. *Guinness Book of World Records.* New York: Sterling, 1975. 688 p.

$6.95

This is a popular title for browsing in the library during class breaks; circulating copies get heavy use too.

A New Baby!; A New Life!; From Birth to One Year Through Words and Pictures. Illustrations by Symeon Shimin. Text by Erma Brenner. New York: McGraw Hill, 1973. 126 p.

$4.95

A personal narrative for new fathers and mothers of what happens to a newborn baby between birth and one year with simple words and beautiful illustrations on each page. The text describes a baby's needs and what it learns in the first year, as well as the happy moments and hardships experienced by the parents.

O'Kane, Dick. *Most Miles Per Gallon.* Garden City, N.Y.: Doubleday, 1975. 89 p.

$1.95

Simple gas-saving tricks for the driveway mechanic. Includes chapters on buying parts and getting tools, on how to do a general tune-up of spark plugs, points, timing, and carburetor adjustments to increase gas mileage. Lots of illustrations and straightforward discussions.

Olney, Ross R. *Driving: How To Get a License (and Keep It!).* New York: Franklin Watts, 1974. 72 p.

$3.45

Handy information for the beginning driver. Covers the written and the road tests and includes hints and diagrams.

Olney, Ross R. *Simple Gasoline Engine Repair.* New York: Doubleday, 1972. 104 p.

$2.50

Uses large type, clear directions, photos, and drawings. Discusses lawn mowers, various machinery, etc. Also includes maintenance tests.

Phillips, Barty. *How To Decorate Your Home Without Going Broke.* New York: Doubleday, 1975, 144 p.

$4.95

Excellent color photos are generously used in this book in combination with clear text to present many good ideas for decorating.

Pillsbury Bake Offs: Cookie Book. Minneapolis, Minn.: Pillsbury Publications, 1969. 144 p. $3.95

Excellent format—lots of color photos, clear print styles, well spaced layouts. This type cookbook (as well as comparably styled Sunset, Southern Living, Better Homes and Gardens publications) is very well received by ABE students. Among favorite types of cooking asked for are desserts, low calorie menus, and party foods.

Practical Skills for the Homemaker. Lawrence, Kansas: Centron Educational Films, 1974. 5 sound filmstrips with Leader's Guide. $82/cassettes.

Titles include:

"How to Hang Wallpaper"
"How to Paint Interior Walls and Trim"
"How to Make Minor Electrical Repairs"
"How to Refinish Wood Furniture"
"How to Make Simple Plumbing Repairs"

Excellent training materials with detailed, concise, step-by-step procedures for accomplishing practical repairs or decorations in any house or apartment. Designed for the beginner, the narration and color visuals combine to give very clear and explicit directions. One of the major strengths of these materials are the color close-up photographs with arrows pointing to the exact location of the repair being discussed. Safety procedures are emphasized throughout. This can be used with groups or individuals and in conjunction with some of the home repair manuals available.

Rodway, Pamela. *Children's Clothes; Easy to Make Clothes for 1-10 Year Olds.* New York: Arco, 1975. 96 p. (Leisuretime Series) $5.95

In addition to many specific projects, there are directions for basic sewing techniques (such as inserting a zipper and setting a collar). No patterns are needed; patterns on grids are included in the book with specific directions for enlarging them. The clear directions, the two-tone drawings, and the color photos make this an easy to follow guide.

Other titles with similar format in the Leisuretime Series include:

Gifts Galore: Gifts to Make for Everyone. *Pamela Rodway.*
Fashioning Furniture: Designs that Will Save Money. *John Trigg.*
House Beautiful: Clever New Ideas for Homemakers. *Isabel Hunt.*

Ross, Martin J. *Handbook of Everyday Law.* 3rd ed. New York: Harper & Row, 1975. 361 p. $9.95

While probably too advanced a level for most ABE students, this guide is useful in answering their reference questions.

Rubenstone, Jessie. *Knitting for Beginners.* Philadelphia: Lippincott, 1973. 64 p. $2.95

____________. *Crocheting for Beginners.* Philadelphia: Lippincott, 1974. 64 p. $2.95

Excellent photographs to teach basic stitches. Information on basic materials and a glossary of terms, as well as directions for making easy items. Clear, simple, and direct photos and instructions.

Singer Sewing Machine Co. *How To Sew Knits.* Syosset, N.Y.: Singer, 1972. 32 p. $.75

One of a series of booklets on specific sewing techniques; clear directions and illustrations demonstrate and explain many helpful hints. Other titles include: How to Fit Patterns, How to Sew Slipcovers. *Available from Singer Education Dept. or local retail stores.*

Singerie, Ann. *How To Fix It: An Illustrated Step-By-Step Guide to Home Repairs for the Woman Who Wants to Fix It Now.* New York: Doubleday, 1974. 144 p.

$4.95

Excellent. Many color photos showing a good ethnic mix of women. Clear directions, larger type, diagrams.

Soucie, Anita Holmes. *Plant Fun: Ten Easy Plants to Grow Indoors.* New York: Four Winds Press, 1974. 144 p.

$6.95

A beginner's guide with good drawings; recommended by School Library Journal *as one of the 1974 best books of the year.*

Spare Time Book For Children and Other People. Illustrated by Paula Bernstein. Houston, Tx.: Ebenezer Press, 1973. 95 p.

$1.95

Ideas on things to make; games and pastimes for one child, a few children, and a large group of children; ideas for toddlers; and a section on party ideas and costumes to make. All activities can be done with readily available household items. The format is particularly good, with larger print, line drawing illustrations of items to make on each page, and print arranged into a short section devoted to each specific area.

Summary of Communicable Diseases Common Among Children. Austin, Tx.: Texas State Department of Health, 1970. 15 p.

Single copy free on request

An excellent outline of eighteen common diseases; each disease has short descriptive information on "What to Look For," "How the Disease Is Spread," "How to Prevent," and "Regulations." This type of pamphlet should be solicited from various state agencies for distribution or quick reference in the library.

Time-Life Family Legal Guide. New York: Time-Life, 1971.

$11.95

Time-Life Book of Family Finance. New York: Time-Life, 1969.

$11.95

Time-Life books make good supplementary materials for classes; they are attractive in format with many color photos; they are written for adults and while the text may be advanced for some students, special charts and inserts as well as captions make them suitable for all levels. Subject matter varies widely, with a number meshing well into the ABE curriculum—social studies, science and math; also coping skills—birth control, food and nutrition, family finance.

Udvari, Stephen S. *Being an Informed Citizen.* Austin, Tx.: Steck-Vaughn, 1973. 79 p. (Family Development Series)

$1.44

The chapter on "Voting: A Right as a Citizen" is particularly good, explaining concisely the voting process. It discusses political parties and conventions, campaigns, voting rights and requirements, the election process, and the electoral college. There are other chapters on citizen responsibilities, public opinion and related areas. The layout, while slightly text-like in character, is good, with many photographs and large type.

U.S. Department of Agriculture. *Controlling Household Pests.* Rev. ed. GPO, 1971. 32 p. (Home and Garden Bulletins)

$.20

Includes information on pesticides and their use with such household pests as ants, cockroaches, fleas, mice, termites, and silverfish.

U.S. Department of Agriculture. *Food and Your Weight.* 1973. 38 p. (Home and Garden Bulletins)

$.40

Discusses calories to be found in basic foods, suggested meals and menus, and tips on losing weight.

U.S. Department of Agriculture. *Simple Plumbing Repairs for the Home and Farmstead.* Rev. ed. GPO, 1972. 14 p. (Farmers Bulletin Series)

$.15

Step-by-step procedures with many illustrations on repairing water faucets, valves, toilets, and leaky pipes and tanks, as well as thawing frozen pipes and cleaning clogged drains.

U.S. Department of Agriculture. Consumer and Food Economics Research Division. *A Guide to Budgeting for the Family.* Rev. ed. GPO, 1972. 13 p. (Home and Garden Bulletins)

$.10

Sections on making a budget, estimating income and expenses, record keeping for carrying out the budget, and using consumer credit. Use of line drawings and sample forms help make this an attractive publication.

U.S. Department of Agriculture. Consumer and Food Economics Research Division. *Money-Saving Main Dishes.* Rev. ed. GPO, 1971. 48 p. (Home and Garden Bulletins)

$.30

Recipes are presented in an attractive format with photographs and line drawings.

U.S. Department of Agriculture. Extension Service. *Low Income Teaching Kit on Child Development.* GPO, 1972. 16 pamphlets, 6-8 p. each

$2.60 per kit

A variety of heavily illustrated pamphlets written at the 3rd or 4th grade level that assist parents in helping their children learn and grow. Also includes teacher's guides to the use of these materials. Pamphlets may be purchased separately and include:

"Talk with Baby"
"Babies Touch, Taste and Learn"
"Play Games with Baby"
"Talk and Listen"
"Learning through Touch"
"Fun with Circles"
"Learning Different Shapes"
"Books for Children"
"Parents and Teenagers"

U.S. Department of Agriculture. Extension Service. *Low Income Teaching Kit On Clothing I & II.* GPO, 1970, 1972. 16 pamphlets. 6-15 p. each.

$1.00 per kit

Each kit includes a variety of pamphlets on sewing techniques. They are written at a basic reading level, with clear directions and many illustrations. Pamphlets can be purchased separately and include such titles as:

"Styles That Look Good Make You Feel Good"
"How To Teach Sewing Machine Use and Care"
"Sewing By Hand"
"Replacing a Zipper"
"Changing the Hem in a Dress or Skirt"
"Making Pants Longer or Shorter"
"Fix New Clothes to Make Them Last Longer"
"Your Money and Clothing Labels"

U.S. Department of Agriculture. Extension Service. *Low Income Teaching Kit on Food for Thrifty Families.* GPO, 1967. 29 pamphlets.

$1.50 per kit

1- and 2-page informational sheets, nicely formatted with brief comments and illustra-

tions, on the four basic food groups; also, uses of such inexpensive foods as nonfat milk, cheese, peanut butter, rice, cornmeal, eggs, with recipes for each of these foods on the back of the one-page informational sheet. A poster and teacher's guides are included.

U.S. Department of Agriculture. Extension Service. *Simple Home Repairs . . . Inside.* GPO, 1973. 23 p.

$.55

Large type, clear illustrations, and exceptionally simple directions make this pamphlet a very useful title for all patrons.

U.S. Department of Health, Education and Welfare. Children's Bureau. *Infant Care.* GPO, 1973. 72 p.

$1.00

A concise manual on babies from newborn to twelve months. Discusses food, sleep, clothing, play, pattern of development, and special problems. The information is well presented and fairly easy to read, though the format is quite drab. Recommended for individual purchase as a good bargain.

U.S. Department of Health, Education and Welfare. Children's Bureau. *When Your Baby Is On the Way.* GPO, 1971.

$.50

__________ *Your Baby's First Year.* GPO, 1972.

$.50

__________ *Your Child From 1 to 3.* GPO, 1973.

$.50

__________ *Your Child From 3 to 4.* GPO, 1970.

$.45

Condensations of information found in the Children's Bureau Publication Your Child From 1 to 6 *(1962, 98 p., $1.10), these are short pamphlets on child care designed for quick and easy reading.*

U.S. Department of Health, Education and Welfare. Office of Child Development. Project Head Start. *Beautiful Junk.* GPO, 1974. 12 p.

$.25

Many good ideas for games and crafts for children using materials found around the house.

U.S. Department of Health, Education and Welfare. Administration on Aging. *Consumer Guide for Older People.* GPO, 1971.

$.05

A handy accordian-fold sheet (about 3" x 15") which gives guidelines for protection against swindling. Useful either as a wall visual in the classroom or as a personal pocket address list.

U.S. Department of Health, Education and Welfare. Medical Services Administration. *Medicaid and Medicare; Which Is Which?* GPO, 1973. 28 p.

$.50

A small pocket booklet using a simple layout to outline the difference between the two governmental medical programs. Easily understood.

U.S. Department of Health, Education and Welfare. Social Security Administration. *Social Security Handbook.* 5th ed. GPO, 1974. 504 p.

$4.30

A reference volume with detailed explanations of Federal retirement insurance, survivors insurance, disability insurance, health insurance, and supplemental security income. To be used by the librarian as a reference book on the provisions of the Social Security Act as amended through January 1, 1973.

U.S. Department of Justice. Bureau of Narcotics

and Dangerous Drugs. *Drugs of Abuse.* GPO, 1972. 15 p.
$.40
Excellent color photographs of many drugs in their various forms and a chart of drugs and the common symptoms of their abuse.

U.S. Veterans Administration. *Federal Benefits for Veterans and Dependents.* GPO, 1973. 35 p.
$.30
For reference use. Provides general information concerning Federal benefits for veterans, dependents, and beneficiaries in such areas as education, insurance, jobs, loans, medical benefits, vocational rehabilitation.

Voege, Ray. *Beauty Secrets for the Black Woman.* New York: Cornerstone Library, 1970. 96 p.
$1.00
Written by a make-up artist for NBC, this book points out the special beauty problems of Black women and how they can use make-up most effectively. Illustrated with photographs and how-to drawings.

Warner, Ralph and Peter Jan Honigsberg. *How To Legally Beat the Bill Collector.* Occidental, Calif.: Nolo Press, 1974. 171 p.
$4.95
Two California attorneys write in a straightforward fashion giving information on bankruptcy, wage attachments, car repossession, delinquent taxes, child support, credit cards, and student loans. Although written primarily for California residents, much of the information is applicable elsewhere. Also available from this publisher is Tenant's Handbook.

What To Do When There's Nothing To Do. By members of the staff of the Boston Children's Medical Center and Elizabeth M. Gregg. New York: Dell, 1968. 186 p.
$.95
Play ideas for babies, toddlers, and 2- to 6-year olds, including things to make and do using ordinary household items. Contains a list of books children like. Activities are arranged by age of child.

When People Need Help. Austin: Texas State Department of Public Welfare, 1975. 36 p.
Free on request
Describes the services available through the Department of Public Welfare in the areas of financial assistance, food stamps, medical assistance, and social services. Booklet is attractively formatted and is bilingual. A variety of pamphlets (also bilingual) are available to explain each of these programs in more detail.

Widerberg, Siv. *The Kid's Own XYZ of Love and Sex.* New York: Stein and Day, 1973. 114 p. $2.25
Written for children 7-13 years old and their parents, this book is organized around questions children have asked about love and sex. Approaches the subject simply and easily; well written and clear and informative. Will be very helpful to parents.

You Can Do It! Series. College Station, Texas: Texas A & M University, Agricultural Extension Service, 1975. 6-10 p. each
$.07 each
Thirty booklets produced to accompany the 13-lesson video cassette You Can Do It! *series providing simple directions on home repairs and improvements. Pamphlets in the series are:*

"Counter Top Care"
"Range Hood and Fan"
"Clean Venetian Blinds"
"Clean Window Screens"
"Electrical Repairs You Can Do"
"Care and Maintenance of Water Heaters"

"Repairing a Leaky Faucet"
"Selecting Exterior Paint"
"Solving House Paint Problems"
"Painting Your House"
"Selecting Interior Paint"
"Selecting Brushes and Rollers"
"Painting Walls and Ceilings"
"Cleaning on a Shoestring"
"Cleaning Walls, Ceilings, and Woodwork"
"Cleaning Windows, Mirrors, and Other Glass"
"Keeping the Bathroom Clean and Safe"
"Care of Floors"
"What's Afoot in Carpet Care"
"Care of the Refrigerator"
"Care of Electric Ranges"
"Care of Gas Ranges"
"Repairing the Toilet"
"Fastening Things to Walls"
"Weatherizing Your Home"
"Fixing Screens on Doors and Windows"
"Repairing Plaster Walls"
"Replacing Broken Window Glass"
"Space Stretching Hanging Storage"
"Space Stretching Drawer and Shelf Storage"

To purchase multiple copies, address inquiries to Mrs. Dorothy Holland, Extension Publications Editor, Texas A & M University. Single copies are available free through local County Extension Offices. For information on available video cassettes and purchase/rental costs, write to the Great Plains National Instructional Television Library.

Job Information

Arco Test Books. New York: Arco, various dates.
$5.00-6.00

This publisher has a great variety of books to prepare for various employment tests which are in great demand in many libraries. Subjects published are military exams, civil service exams, and general test preparation. They are available in cloth or paper, with varying prices. A good series, Arco-Rosen Career Guidance Series, discusses 40 different careers. They vary in reading level and quality, but are generally good for browsing.

Career Education: A Man's Work. Groups 1 and 2. Lakeland, Florida: International Teaching Tapes, 1972.
10 audiocassettes and fact sheets.
$79.50

Despite the unfortunately sexist title, this series is well produced and has good packaging. Workers in various fields discuss their work in informal taped interviews on the job; the areas covered include office and sales, consumer production, construction, municipal services, repair work, miscellaneous.

Career Education Wall Charts. Carl McDaniels, ed. Garrett Park, Maryland: Garrett Park Press, 1974.
10 charts, 17" x 22" each.
$1.80 each; $9.00 set of ten.

Charts cover various aspects of jobs and careers. Those most appropriate for an ABE classroom are:

"Educational Requirements for Selected Occupations"
"Earnings by Occupation: Profit Making Industries"
"Earnings by Occupation: Nonprofit Organizations"
"Job Search Pyramid: 15 Steps to Finding a Career"
"Lifetime Earnings and Educational Level"
"Apprenticeship: The Job Training Route to a Career"
"Employment Outlook by Occupations, 1975 to 1985"

Careers. New Rochelle, N.Y.: Pathescope Educational Films, 1973.

2 sound filmstrips with teachers manual in each kit.

$46 per kit

Uses narrative and interviews with a variety of persons in the career field, with excellent on-the-job photographs, to present information on the variety of jobs available, job requirements, and duties. 22 career kits are available for comprehensive coverage of the field. Includes careers not available in other kits, such as: government service, leisure time industry, beauty and fitness, nontraditional careers for women, and career training through the Armed Forces, as well as such standard areas as nursing, community services, repair work, automotive service, food services, and construction.

A Direction for Tomorrow. Glendale, Calif.: Bowmar, 1970.

6 sound filmstrips and teacher's guide in each of seven sets.

Each set: $59.49/records; $65.49/cassettes

All sets: $374.79/records; $412.59/cassettes

These career materials highlight 35 occupations that are learned through on-the-job training, attainable without a college degree. The seven sets within this series are:

Set 1: "Compassion for People"—health service field

Set 2: "The Nation's Builders"—construction industry

Set 3: "The Age of Electronics"

Set 4: "Man Has Wings"—aviation industry

Set 5: "Cabbages to Kings and Various Things"—retailing industry

Set 6: "The Money Tree"—banking and finance

Set 7: "Jobs for the Now Generation"—work study opportunities

Each set has one introductory filmstrip that briefly describes each job covered in other filmstrips in that set; this helps students locate those jobs which seem most interesting very quickly. Each job is described by persons actually involved in this area of work.

Encyclopedia of Careers and Vocational Guidance. Rev. ed. Chicago: J. G. Ferguson Publishing Co., 1972. 2 volumes (707 p., 781 p.). For sale by Doubleday.

$39.50

Volume 1: "Planning Your Career"—has illustrated articles on career planning and a wide variety of career fields such as medical and health services, Federal government service, retailing, the telephone industry, the Armed Forces.

Volume 2: "Careers and Occupations"—short articles on over 650 occupations. Each has one or two photos, discusses such things as the nature of the work, requirements, outlook, and sources of additional information (usually professional societies).

Exploring Careers. Chicago: (SVE), 1973.

9 sets of sound filmstrips; each set, 6 filmstrips.

Each set: $67.50/records;
$71.50/cassettes

A good series, well-produced with good photos and an informative script.

"Communications and Transportation"
"Public Service and Health Occupations"
"Environmental Control and Marine Science"
"Consumer and Homemaking"
"Manufacturing and Construction"
"Hospitality and Recreation"
"Marketing/Distribution and Business Office"
"Agribusiness and Natural Resources"
"Personal Services and Fine Arts/Humanities"

Haight, Tim. *Careers After High School: 251 Jobs for High School Graduates*. New York: Collier Books, 1970. 179 p.

$1.25

A pleasantly written compendium of the most common jobs available for high school graduates (some for dropouts); little factual information, but a good title to browse through for ideas.

Handbook of Job Facts. Carole J. Lang, ed. Chicago: SRA, 1972. 134 p.

$8.60

A good reference source which is a concise presentation of basic information on 300 major occupations; summarizes in table format such data as duties, education and training, earnings, and expectations for the future.

Irish, Richard K. *Go Hire Yourself an Employer*. New York: Anchor, 1973. 165 p.

$2.95

A pleasant folksy writing style with an attractive cover. Sample chapters are "Government Gig" and "Special Situations."

Job Application Skill Text. Huntington, N.Y.: Special Service Supply, 1968. 36 p.

$1.25

Twenty actual job applications from a variety of sources (food stores, hospitals, and industrial firms); good for preview and practice.

Job Hunting: Where To Begin? New York: Guidance Associates, 1972.
2 sound filmstrips, guide.

$48.50/records or cassettes

Discusses the alternatives in job-hunting—different sources, types of employment agencies, etc; also covers civil service exams and job interviews. This producer has many good titles in the career area.

Koschnick, Kay. *The World of Work*. Syracuse: New Readers Press, 1969. 48 p.

$1.35

A good companion to the two Occupations books listed below, it is similar in format and reading level. It covers such things as "Taking the Tests," "Employment Agencies," "The Job Interviews," and "Job Training Programs."

Liebers, Arthur. *You Can Be a Mechanic*. New York: Lothrop, Lee and Shephard, 1975. 128 p. (Vocations in Trade Series)

$5.50

An overview of opportunities in the field of mechanics and details on how to become a mechanic, with a section on opportunities for women in this field. Special sections include a directory of training centers in the United States, a glossary of terms, and a highly illustrated section on tools of the trade. A large number of current photographs of men and women of all ages and ethnic groups in different work and training settings. Other titles by the same author in this series are:

You Can Be a Carpenter
You Can Be a Plumber
You Can Be an Electrician

Liston, Robert A. *On The Job Training and Where To Get It*. Rev. ed. New York: Messner, 1973. 192 p. (Career Books)

$4.99

Messner publishes a series in vocational information, most of which begin with Your Career in . . . *Other good titles include* Non-Traditional Careers for Women, Paraprofessions, Your Career—If You're Not Going to College.

Making It In Your Own Business. Wilton, Conn.: Current Affairs, 1975.
2 sound filmstrips and guide.

$44/cassettes; $40/records

Many good ideas for starting a small business on a shoestring. The guide has many specific tips and information on the Small Business Administration and special assistance programs for minority businesses.

Occupations 1. Caroline Blakely, ed. Syracuse: New Readers Press, 1972. 64 p.
Occupations 2. Dennis Schroeder, ed. Syracuse: New Readers Press, 1972. 64 p.

$1.60 each

A compendium of about 50 different jobs in each book. Each job is presented in terms of a specific person in the field and includes a job description with main features and requirements. The presentation is simple but effective and illustrated with black and white photos. A good variety of jobs are presented, some which require training and some which do not. Some examples are policeman, secretary, security guard, cashier, shoe repairman, bank teller, library technician, and rock musician.

Open Door Series. Chicago: Childrens Press, 1970. 64 p.

$2.63 each

An excellent and very popular series. Each title is a simplified autobiography of a minority person who has overcome many handicaps to succeed in his given vocation. Each title has career guidance information at the end of the story. The reading level and style is simplified, yet with much human interest; many titles are illustrated with photos. Some titles in this series are:

I Reached for the Sky. *Betty Patterson (stewardess)*
Meigs Tower. *Joseph Yokley (air traffic controller)*
West Side Cop. *William Sims (police officer)*
So Many Detours. *Mallory Jones (food franchise owner)*
My Tribe. *Joe C. "Lone Eagle" Vasquez (purchasing agent)*
Speaking Out. *Ada Deer (social worker)*

Prentice, Barbara. *The Back to Work Handbook for Housewives.* New York: Collier, 1971. 183 p.

$1.50

Discusses various types of jobs focusing on those particularly interesting to middle-aged women.

Schrieber, Flora Rheta. *A Job With a Future in Law Enforcement and Related Fields.* New York: Grosset and Dunlap. 1970. 128 p. (Jobs With a Future)

$3.59

A fairly interesting book illustrated with photographs; has a good chapter on policewomen which views this area fairly objectively.

Seed, Suzanne. *Saturday's Child.* New York: Bantam, 1974. 159 p.

$1.25

Contains interviews and photographs of thirty-six women talking about their work.

U.S. Civil Service Commission. *Federal Office Assistant Examination; Stenographer, Typist, Clerk, and Office Machine Operator; What It Is and How It Is Given.* GPO, 1971. 60 p.

$1.00

A very useful handbook including not only sample questions, but discussions about the test, which is of great interest to ABE students.

U.S. Civil Service Commission. *Working for the USA: How to Apply for a Civil Service Job; What Government Can Offer You As a Federal Worker.* GPO, 1972. 39 p.

$.50

A brief but useful booklet with tips on Civil Service employment.

U.S. Department of Labor. *Health Careers Guidebook.* 3rd ed. GPO, 1972. 166 p.
$2.25
A nicely laid out handbook from which students can get ideas and information.

U.S. Department of Labor. Bureau of Labor Statistics. *Jobs for Which a High School Diploma Is Generally Required.* Washington, D.C., 1973. 15 p.
Free from issuing agency.

———— *Jobs For Which a High School Education Is Preferred, But Not Essential.* Washington, D.C., 1973. 15 p.
Free from issuing agency

———— *Jobs For Which Apprenticeships Are Available.* Washington, D.C., 1973. 11 p.
Free from issuing agency.
Handy reference aids for students and teachers.

U.S. Department of Labor. Bureau of Labor Statistics. *Occupational Outlook Handbook.* GPO, 1974-1975.
$6.85
Yearly publication. The short reprints available from the GPO for specific fields such as opticians may be used in a variety of ways.

U.S. Department of Labor. Wage and Labor Standards Administration. Women's Bureau. *Jobfinding Techniques for Mature Women.* GPO, 1970. 40 p.
$.45
Guide has sections on how to do a self-inventory, how to prepare a resume, job hunting skills, how to prepare a letter of application, guides to effective interviewing, and training opportunities. Also contains sample resumes and letters.

University of Texas. Division of Extension, Instructional Materials Center. *Audio-Visuals for a Pre-Employment Curriculum.* Austin, 1974.
10 filmstrips, 12 cassettes
$100/set
A multi-concept audio-visual package which, although primarily designed for use with Distributive Education students, will be useful to anyone needing career guidance. Covers concepts ranging from attitudes and values to consumer protection and salesmanship. They are well done and will hold the interest of the adult. Package includes:

# 1. "Tomorrow Will Tell: What is a Career?"
# 2. "Bright Future: What a Career Means"
# 3. "The Story of Paula: The First Step in Making a Wise Career Choice"
# 4. "Personality: Getting Along With Your Career"
# 5. "People Awareness: Do Unto Others . . . "
# 6. "We're All Consumers—Our Rights"
# 7. "Believing in Your Job: Living With Your Choice"
# 8. "Sales Promotion: Spreading the Word"
# 9. "Distribution Centers: Worlds of Opportunity in Themselves"
#10. "You: A Career for Tomorrow"

You and Your Job. Chicago: Coronet Instructional Media, 1975.
6 sound filmstrips, and guide.
$61/records; $76/cassettes
A well-produced kit on general information for a first job, presenting interviews with workers, personnel managers, supervisors. Best used with young adults, though the

approach is not faddish or too "hip." Titles of the filmstrips are:

"Finding Leads"
"Resume, Application and Interview"
"The First Week"
"Part of the Team"
"Taking Supervision"
"Looking Ahead"

Your Job Interview. New York: Guidance Associates, 1969.
2 sound filmstrips, guide.
$48.50/records or cassettes

Most ABE students are uncomfortable in interview situations; this title should help to prepare them by suggesting questions to ask the employer and which questions to anticipate, as well as tips on dress and "demeanor."

Leisure Reading Materials

2

LEISURE READING MATERIALS

Generally, undereducated adults do not consider reading a leisure time activity. For those learning to read, reading is study, not recreation. However, practice in reading is crucial in the development of reading skills and the reading habit at all age levels. Materials in this section represent those that ABE students have indicated they like to read.

Libraries already have a wide variety of recreational reading that will appeal to the new adult reader. This includes Gothic romances by Victoria Holt, westerns by Louis L'Amour, detective stories by Mickey Spillane, and light romances by Emily Loring. Particularly popular and familiar are books taken from television programs and movies, such as *M*A*S*H, Cotton Comes to Harlem, The Sting, Billy Jack, All in the Family,* and *The Planet of the Apes*. If your community includes ethnic groups, be particularly sure to include fiction dealing with Blacks, Mexican-Americans, or Native Americans, for example. For Spanish-speaking patrons, consider the purchase of paperback "fotonovelas" in Spanish by such authors as Caridad Bravo Adams or best-sellers translated into Spanish. But first be sure that ABE students read, as well as speak, Spanish.

Libraries have been successful in purchasing multiple copies of newspapers and magazines for leisure reading, so that ABE students can check them out to read at home. If you have a give-away table of donated magazines, funnel some of these into the ABE program. Magazines are particularly suited to this group of users because of their attractive format, colorful illustrations, shorter articles, and current subject content. Of particular interest are *People Weekly, Sports Illustrated, Better Homes and Gardens, Ebony,* and *Reader's Digest.*

Also included in this section of the bibliography are biographies, sports stories, easy adaptations of classical and contemporary fiction, and such current topics as ESP and the occult. Good materials to have on hand for browsing are pattern books (often available from department stores), mail-order catalogs, and certain reference books such as *The Guinness Book of World Records* and *The Guinness Book of Sports Records.*

Nonprint media purchased for the general collection will also be of interest to new adult readers. Include audio cassettes or phonograph records featuring old radio programs, musical recordings of Black or Mexican-American artists, and films of old Laurel and Hardy movies. Posters and art prints that can be checked out have also been popular in some adult learning programs.

On the whole, most of the leisure reading materials that are listed in this section are already represented in most libraries. Paperbacks are a particularly good format for recreational reading materials. Don't try to use children's picture books with adults, except for those who would like to read to their children. Help adults choose fiction from your collection that is short and at lower reading levels. The items in this section will help you identify materials in your own collection.

Action Profiles. Chicago: Children's Press, 1975. 48 p.

$4.95 each

Series of short, authoritative profiles of several outstanding sports personalities. Books are written on a 4-9 grade reading level and are illustrated with color photographs. Titles are:

Driven to Win: A Profile of A.J. Foyt. *Mike Kupper*
Henry Aaron: The Quiet Man. *F. M. Milverstedt*
Sometime Superstar: Rick Barry. *Robert Geline and Priscilla Turner*

Americans All. Champaign, Ill.: Garrard, 1969-1975. 96 p.

$3.28 each

One of the many easy-to-read biography series, with two-color illustrations and photographs. Reading level is grade 4. All ethnic groups and many different backgrounds are represented. Biographies include Louis Armstrong, Cesar Chavez, Walt Disney, William C. Handy, Harry Houdini, and Quanah.

Ambrose, Amanda, ed. *My Name Is Black: An Anthology of Black Poets.* New York: Scholastic, 1973. 160 p.

$1.25

Short poems about slavery, Africa, and being black by well-known and lesser known poets. Excellent photographs.

American Classics. Robert J. Dixson, ed. New York: Regents, 1973.

$1.25 each

Simple adaptations of well-known novels and short stories, with reading levels of grades 1-7; useful especially with adults just learning to read or those just learning English. All titles have audio cassettes of the text of the book available at $35.00 each. Titles are listed in order of difficulty:

Book 1. The House of the Seven Gables. *Nathaniel Hawthorne.*
Book 2. Moby Dick. *Herman Melville.*
Book 3. Murders in the Rue Morgue and The Gold Bug. *Edgar A. Poe.*
Book 4. The Pathfinder. *James F. Cooper.*
Book 5. The Outcasts of Poker Flat. *Bret Harte.*
Book 6. The Hoosier Schoolmaster. *Edward Eggleston.*
Book 7. The Portrait of a Lady. *Henry James.*
Book 8. The Rise of Silas Lapham. *William D. Howells.*
Book 9. Huckleberry Finn. *Mark Twain.*
Book 10. The Red Badge of Courage. *Stephen Crane.*

Many of these stories and other works by these authors are also available on audio cassette from Troll Associates and Caedmon Records in the form of dramatic readings and summaries of the stories.

Aylesworth, Thomas G. *Science and Superstition Series.* Reading, Mass.: Addison-Wesley, 1970-1973. 125 p.

$4.75 each

All about witchcraft, monsters, ghosts, and vampires; written at the fifth grade reading level. Series comes with a teacher's manual and can be used independently or in a class setting. Titles include:

The Alchemists: Magic Into Science. *1973*
Servants of the Devil. *1970*
Vampires and Other Ghosts. *1972*
Werewolves and Other Monsters. *1971*

Bach, Richard. *Jonathan Livingston Seagull.* New York: Avon, 1970. 127 p.

$1.50

This bestseller is written at an intermediate level, so many ABE students will be able to read and enjoy it.

Baldwin, James. *Going to Meet the Man.* New York: Dell, 1965. 249 p.

$.75

Short stories, mainly about life in Harlem. Good for poor readers due to interest in subject matter. Approximate reading level, sixth grade.

Barrett, William E. *The Lilies of the Field.* Garden City, N.Y.: Doubleday, 1962. 92 p.

$3.50

This has remained a popular title with students.

Bennett, Wayne, ed. *Target Books.* Champaign, Ill.: Garrard. 168 p.

$3.98

Biographical series about people from different areas including entertainers, frontiersmen, jazz musicians. The books are especially designed for poor readers, utilizing large print and few words to a page. Illustrations are photographs. Titles are:

Big League Pitchers and Catchers
Black Crusaders for Freedom
Indian Patriots of the Great West
Men of the Wild Frontier
The Super Showmen
They Loved the Land
Adventures in Buckskin
Football Replay
Heroes of the Home Run
Three Jazz Greats
Women Who Dared to Be Different

Berger, Eric, ed. *Best Short Stories.* New York: Scholastic, 1958.

$.60

Collection of fast-moving, very short stories (each just a couple of pages). Great for use with adult new readers.

Black Poems, Black Images. Tarrytown, N.Y.: Schloat Productions, 1971. 6 sound filmstrips, program guide.

$138/cassettes

"The human condition" as seen through the eyes of black poets. Excellent photographs taken in Harlem, Watts, and the Deep South; good background sound to accompany verbal images. Organized in six sections: childhood, womanhood, manhood, place, the past, and the present. A very dramatic and powerful presentation of black poetry and feelings; one of the finest sound filmstrips we've seen.

Blish, James. *Star Trek.* New York: Bantam, 1970.

$.95

Science fiction stories based on the television series. Easy-to-read and appropriate for a wide age range. A number of Star Trek *books are available.*

Boulle, Pierre. *Planet of the Apes.* New York: Signet, 1962.

$.60

This book has enjoyed renewed popularity since it became a television series. Appeals mostly to science fiction readers.

Brandon, Brumsic, Jr. *Luther from Inner-City.* New York, Eriksson, 1969.

$1.95

____________. *Luther Tells It As It Is.* New York, Eriksson, 1970.

$1.95

Comic books which cleverly and humorously portray ghetto life; good for reluctant readers. Approximate reading level grade 4.

Brown, John D. *Paper Moon.* New York: New American Library, 1972.

$1.25

Students enjoy the story and are familiar with the title because of the movie.

Burchard, Marshall and Sue. *Sports Hero Series.* New York: Putnam, 1975.
$4.69

Easy-to-read books about current sports favorites. Includes:

Joe Namath
Brooks Robinson
Kareem Abdul Jabbar
Johnny Bench
Bobby Orr
Roger Staubach
Richard Petty
Henry Aaron
Phil Esposito
Larry Czonka
Billie Jean King
O. J. Simpson

Butterworth, W. E. *Wheels and Pistons: The Story of the Automobile.* New York: Four Winds Press, 1971. 192 p.
$6.95

Anecdotal history, highly readable for any age.

Callahan, Philip S. *Insect Behavior.* New York: Four Winds Press, 1970. 172 p.
$6.95

Of a specific interest, but well-illustrated with photographs and diagrams.

Chavez, Albert C., ed. *Yearnings.* West Haven, Conn.: Pendulum Press, 1972. 134 p.
$1.45

Collection of short stories and poetry written by Mexican-Americans. Each is 3-10 pages long and easy to read. Recommended for teachers, librarians and students.

Christina, Frank. *Billy Jack.* New York: Avon, 1973.
$.95

Of interest to students because of the movie.

City Limits I and II. New York: McGraw-Hill, 1968, 1970. 120 p.
$2.04 each

A series of twelve stories with urban settings which will be of particular interest to young people. Written at the low vocabulary level of grades 4-5 without being dull. Stories are original and have lots of action. Titles in this series are:

Chico. *Lawrence Swinburne*
Cry, Baby! *Warren Halliburton*
The Heist. *Warren Halliburton.*
The Long Haul and Other Stories. *John Durham*
Take the Short Way Home and Other Stories. *John Durham*
A Birthday Present for Katheryn Kenyatta. *Charlie L. Russell*
Cutting Out. *M. Brodsky*
Fist Against. *B. Goodman*
Some Things That Glitter. *Warren Halliburton*
The Sniper. *Martin Hamer*
The Shark Bites Back. *Stephen Joseph*

Cornell, James. *Fakes, Frauds, and Phonies.* New York: Scholastic, 1974.
$.75

Collection of actual hoaxes that fooled millions including the "War of the Worlds" broadcast. Illustrated with cartoons.

Cornell, James. *Strange, Sudden and Unexpected.* New York: Scholastic, 1972.
$.75

Factual accounts of strange phenomena, such as black snow and "super-bugs."

Engel, Lyle K. and the Editors of Auto Racing Magazine. *Complete Book of Fuel and Gas Dragsters.* New York: Four Winds Press, 1968. 160 p.
$5.95

Interesting illustrations and subject matter. Most libraries should purchase this title.

The Entertainers. Chicago: Children's Press, 1975. 64 p.
$4.95 each

Series of biographies about popular enter-

tainers with color illustrations and photographs. Written on a 5-12 grade reading level. Titles included are:

Barbara Streisand. *D. Keenan*
The Beatles. *D. Keenan*
Elvis Presley. *K. Bowman*
Flip Wilson. *T. Braun*
Frank Sinatra. *H. Lake*
Jackson Five. *P. Taylor*
John Denver. *M. McGreane*
Johnny Cash. *K. Bowman*

Etting, Mary. *All Aboard! The Railroad Trains That Built America.* New York: Four Winds, 1970. 128 p.

$5.72

Written at the 3-7 grade reading level, with attractive photographs, reproductions, and engravings.

Falcon Books. New York: Noble and Noble, 1967-71. 120 p.

$.75 each

Abridged and edited best sellers in special paperback editions. Most are at the sixth grade level. Some of the more popular titles include:

Karen. *Marie Killilea*
Go Up For Glory. *Bill Russell*
I Always Wanted to Be Somebody. *Althea Gibson*
Fail-Safe. *Eugene Burdick and Harvey Wheeler*
West Side Story. *Irving Shulman*
Anne Frank: Diary of a Young Girl.
A Choice of Weapons. *Gordon Parks*
Call of the Wild. *Jack London*
The Year the Yankees Lost the Pennant. *Douglas Wallop*
April Morning. *Howard Fast*
Dracula. *Bram Stoker*
Go Tell It On the Mountain. *James Baldwin*
A Horse's Head. *Evan Hunter*
Is That a Fact? *Ashley Montagu and Edward Darling*
The Listening Walls. *Margaret Millar*
Times Four. *(science fiction tales)*
A Tree Grows in Brooklyn. *Betty Smith*

Fearon Racing Series. Belmont, Calif.: Fearon Publishers, 1973, 1974.

$4.95 each

Series includes five books on different types of motor racing, written at a fourth grade reading level and illustrated with color photographs. Titles are:

Ice Racing. *Dennis Popp*
Drag Racing. *Nicole Puleo*
Motorcycle Racing. *Nicole Puleo*
Road Racing. *Nicole Puleo*
Track Racing. *Nicole Puleo*

Ferris, Lovanne. *I'm Done Crying.* New York: M. Evans, 1969. 275 p.

$5.95

The true story of a black nurse's life in a big city hospital. A very popular book, written in a personal, easy-to-read style.

Flores, Joseph A. *Songs and Dreams.* West Haven, Conn.: Pendulum Press, 1972. 137 p.

$1.45

Collecton of short stories and poems written by Mexican-Americans. Most are 3-5 pages long.

Gaines, Ernest J. *The Autobiography of Miss Jane Pittman.* New York: Bantam, 1971. 245 p.

$1.25

Very popular story of a black woman born in slavery who lives through the Civil Rights movement; simply and effectively told in autobiographical form. Highly recommended.

Gebhart, Lee and Walter Wagner. *It's Still a Mystery.* New York: Scholastic, 1972.

$.75

Mysteries of man and nature that are still unsolved.

Gonzales, Rodolfo. *I Am Joaquin/Yo Soy Joaquin.* New York: Bantam, 1972. 122 p.

$1.25

A famous epic poem by the well-known Chicano, Corky Gonzales. Text in English and Spanish, illustrated with black and white photographs, with a short chronology of Mexican-American history. A film of the poem has also been released and offers program possibilities.

Gorelick, Molly C. and Jean B. Graeber. *Flood at Dry Creek.* Los Angeles: Ward Ritchie Press, 1967. 40 p. (Rescue Series)

$3.50

This book has teenage protagonists but is included because as an action story it may appeal to younger male ABE students. Written in an adult style.

The Great Radio Comedians. Fort Worth, Tx.: Victor Hotho, 1975.
5 record set.

$14.95 set

Some of the funniest comedy shows in the history of radio, including the Fred Allen Show, The Charlie McCarthy Show, and George Burns and Gracie Allen. Good way to interest nonreaders. For further audio recordings of old radio programs consult the catalog of Nostalgia Unlimited and the following journal article: James L. Limbacher's "Leapin' Lizards Radio's Back", Previews, *v. 3 (Nov. 1974), p. 507.*

Harris, Middleton. *Black Book.* New York: Random House, 1974. 198 p.

$5.95

An illustrated scrapbook of Blacks in America from colonial times to the early 20th century. Interesting reading or browsing.

Hart, Johnny. *B.C.* New York: Fawcett World, 1972.

$.50

Another example of a cartoon series which is available in book form, and which students enjoy.

Hartford Right-To-Read Program. Apex, N.Y.: Hartford Publications.
Sound filmstrip, book.

$36.00 per title

Well-produced audiovisual language program and on subjects of high interest. Each title includes a filmstrip, an audiocassette, and a highly illustrated book with color photographs so that the student can work alone with the cassette. Titles are:

Sport Karate
Richard Petty: NASCAR Champion
Slenderella *(modeling)*
10-Speed Racer
Cosmetology

Herriot, James. *All Creatures Great and Small.* Fort Worth, Tx.: Victor Hotho, 1975.
Audio cassette

$6.95

90-minute author-approved audio cassette of the popular book. Good way to reach nonreaders.

Hi-Lo Illustrated Classics. Jacksonville, Illinois: Hertzberg-New Method.

$55.25, set

Series of 24 classics adapted at a fourth grade reading level. All are in comic book illustrated format. Some titles in this series include:

Dracula
Treasure Island
20,000 Leagues Under the Sea
War of the Worlds

Horwitz, Elinor Lander. *The Soothsayer's Handbook; A Guide to Bad Signs and Good Vibrations.* Philadelphia: J. B. Lippincott, 1972. 158 p.

$1.95

Techniques for telling the future using astrology, tea leaf reading, numerology, crystal ball gazing, palmistry, and tarot cards. The first section is designed to assist the reader in testing his psychic powers.

Hughes, Langston. *The Best of Simple.* New York: Hill and Wang, 1961. 245 p. (American Century Series)

$1.95

Humorous stories of life in Harlem. Popular with teenagers and adults.

Hurwood, Bernhardt J. *Haunted Houses.* New York: Scholastic, 1972. 126 p.

$.75

28 old legends about haunted houses from around the world.

Jazz: The Music of Black Americans. Stamford, Conn.: Educational Dimensions Corp., 1973.

4 sound filmstrips, guide.

$90/cassettes; $82/records

A good programming title; shows the historical background of jazz as well as discussing classical and jazz forms. Uses many musical examples to illustrate points in the audio portion (which is good enough to be used alone). Guide has a chronology of jazz events and two pages of suggested records which represent the main progression of the jazz form.

Jerrome, Edward G. *Pacemaker True Adventure Series.* Belmont, Calif.: Fearon, 1970, 1972.

$1.16

Exciting true stories written at the 3-4 grade reading level. Titles include:

Tales of Escape.
Tales of Flying.
Tales of Railroads.
Tales of Spies.
Tales of Rescue.

Johnson, B. F. *Blues for a Black Sister: Super Spade #6.* New York, Paperback Library, 1971.

$.75

One in a series of mysteries about a black super-detective (much akin to Shaft, Superfly and James Bond) complete with sexy car, sexy lady, and wild adventures. Should be very popular.

L'Amour, Louis. *The Key-Lock Man.* New York: Bantam, 1971. 153 p.

$.75

An example of the western and adventure novels that appeal to many male ABE students. The covers are inviting, the story exciting, and the text is simply written.

Loring, Emilie. *In Times Like These.* New York: Bantam, 1971. 215 p.

$.75

An example of the many, many titles in the area of romantic fiction which is quite popular with many ABE students; the covers are attractive and the subject matter is of interest. Other authors to consider are: Dorothy Eden, Barbara Cartland, Grace Livingston Hill, Victoria Holt, Phyllis Whitney, and Gwen Bristowe.

Maas, Peter. *Serpico.* New York: Bantam, 1974.

$1.75

A fast-paced story that's especially popular since the movie release.

Masin, Herman. *Baseball Laughs.* New York: Scholastic, 1970.

$.60

Amusing anecdotes about players and fans.

May, Julian. *Sports Close-Ups.* Mankato, Minn.: Crestwood House, 1974. 20-30 p. each.

$4.95 hardcover; $2.95/paper

A series of separately published sports biographies of such people as Evel Knievel, *Muhammed Ali, Lee Trevino, and others. This series is particularly good because it is highly illustrated with photographs only. Currently, there are 25 titles available. Also available for each title is a word-for-word read-along audio cassette of the narrative.*

News For You. Syracuse: New Readers Press. Weekly newspaper, 4 p., tabloid size.
$5.00 year (less for multiple copies)
Newspaper published on 2 reading levels (A—grades 3 and 4; B—grades 4 and 5). It is very popular with students, covering national and international news and family features as well as job information. The format is excellent, resembling larger newspapers, but with more photos and larger type.

100 Perma-bound High Interest Low Vocabulary Titles—Phases I & II. Jacksonville, Ill.: Hertzberg-New Method.
Phase I/$228.89
Phase II/$229.52
Each phase includes 100 stories of high adventure, sports, car racing, famous personalities, mysteries. All may not appeal to adults, but most will. Vocabulary levels are grades 5-7.

Peck, Ira. *Patton.* New York: Scholastic, 1970.
$.75
Lively biography of the controversial World War II general. Good photographs.

Piggin, Julia Remine. *Mini-Mysteries.* New York: Scholastic, 1973. 155 p.
$.75
2-3 page "mysteries" to be solved; answers printed upside down at the end of each story.

Radlauer, Ed and Ruth. *Drag-Racing.* Glendale, Calif.: Bowmar, 1967. 32 p.
1 sound filmstrip, book, teachers guide.
$34.45/cassette; $31.45/record; book/$2.90
Book with read-along cassette or record, and filmstrip reproducing the illustrations in the book. This is one title from the "Reading Incentive Language Program" produced by Bowmar. Other titles in the series are about cars, horses, motorcycles, but not all are appropriate for adults. The series was designed for motivating teenagers to read; some titles are also available in Spanish.

Reading Shelf Series. New York, McGraw-Hill, various dates. 85-95 p.
$1.80
An excellent series of selected fiction and nonfiction which has been abridged and adapted for easier reading. 4-5 grade level. Highly recommended. Titles include:

Anything Can Happen. *Helen and George Papashvily*
Ax. *Ed McBain*
Marty *and* Printer's Measure. *Paddy Chayefsky*
Ramblers, Gamblers and Lovers *(poetry)*
Requiem for a Heavyweight. *Rod Serling*
Stories of Edgar Allen Poe
The Call of the Wild. *Jack London*
The Year the Yankees Lost the Pennant. *Douglas Wallop*
The Off-Islanders. *Nathaniel Benchley*
In My Own Backyard. *Arthur Cavanaugh*
Look To The River. *W. Owens*
Art Arfons, Fastest Man on Wheels. *Frederic Katz*
Dark Sea Running. *George Morrill*
Follow the Free Wind. *Leigh Brackett*
The Funny Bone. *Susan Gamer*
How To Win Friends and Influence People. *Dale Carnegie*
Negro Doctor. *Helen Buckler*
Nigger. *Dick Gregory*

Ronan, Margaret and Eve. *Astrology and Other*

Occult Games. New York: Scholastic, 1972.

$.75

All about telling the future with numerology, astrology, palmistry, I Ching, and tarot cards.

Schaefer, Jack. *Shane*. New York: Bantam, 1949.

$.50

A favorite western about the trouble between cattle ranchers and homesteaders in the 19th century. Should appeal to men readers.

Serling, Rod. *More Stories from the Twilight Zone*. New York: Bantam, 1961. 149 p.

$.95

A number of books of Twilight Zone stories are available. These are all popular science fiction and supernatural stories. Written at the 5-6 grade reading level, they appeal to a wide age range.

Smythe, Reggie. *The Flippin' Best of Andy Capp*. New York: Doubleday, 1970. 156 p.

$4.95

Included as an example of cartoon books that can be used with adults.

Surge, Frank. *Famous Spies*. Minneapolis, Minn.: Lerner, 1969. 63 p.(Pull Ahead Books)

$3.95

____________. *Singers of the Blues*. Minneapolis, Minn.: Lerner, 1969. 63 p. (Pull Ahead Books)

$3.95

____________. *Western Lawmen*. Minneapolis, Minn.: Lerner, 1969. 63 p. (Pull Ahead Books)

$3.95

Mini-biographies of interesting people in history, written at a fourth grade level. The biographies of western lawmen may interest new men readers, while the accounts of spies include both male and female spies. Excellent format.

Ten Tales of Mystery and Terror. Mahwah, N.J.: Troll Associates, 1973.
10 audio cassettes

$5.95 each

Recordings of dramatic readings and retellings of such stories as "Fall of the House of Usher", "Dr. Jekyll and Mr. Hyde," "20,000 Leagues Under the Sea," and "Time Machine." These cassettes hold the attention of the listener with good action, dialog, and effective sound effects.

Thrope, Ian. *Early Sports Books*. Chicago: Children's Press, 1975. 32 p.

$4.95 each

An easy-to-read series (K-3 reading level) about popular football stars and their positions. The photographs will make the books more palatable to adults than many similar books illustrated with only drawings. Titles include:

Meet the Coaches
Meet the Defensive Linemen
Meet the Linebackers
Meet the Quarterbacks
Meet the Receivers
Meet the Running Backs

Wagner, Jane. *J.T.* Photographs by Gordon Parks Jr. New York: Van Nostrand Reinhold, 1969. 63 p.

$4.95

Outstanding story of a boy, his mother, and a sick stray cat that he tries to restore to health. Appropriate to all ages and almost all reading levels. Highly recommended.

Walsh, Martin. *Stranger Than Fiction: Weird Stories and Ghostly Happenings*. New York: Scholastic, 1973. 109 p.

$.75

Stories about some of the world's unsolved mysteries, including Atlantis, the Loch Ness monster, Martians and ESP.

Weeks, Douglas. *Blacks in Time*. Syracuse: New Readers Press, 1969.

$1.25

A collection of Black history articles taken from News For You, *a weekly newspaper for adults with low reading skills, written at approximately the 4th grade reading level. Exercises included so that it can be used in the classroom or individually.*

White, Dale. *Is Something Up There? The Story of Flying Saucers*. New York: Scholastic, 1970.

$.60

A good book for adults on a tremendously popular topic. Illustrated with photographs.

World Traveler. Washington, D.C.: Alexander Graham Bell Association for the Deaf. Monthly magazine.

$2.50/year

A small simplified edition of The National Geographic. *Well done with high interest material.*

Instructional Materials

3

INSTRUCTIONAL MATERIALS

Instructional materials are not customarily part of the librarian's domain. Teachers vary widely in what they are comfortable or familiar with using, and it is assumed that they and other eductional personnel will be primarily responsible for selecting or recommending instructional materials for any joint projects. However, we have selected a variety of materials which are the most representative in subject, format, and approach to items that have been particularly successful in various Texas libraries involved in ABE projects. Titles marked with an asterisk (*) are suitable for classroom use and circulation; those titles not marked are best used only in the classroom.

Materials in this section will probably be used in one of three ways: as texts by students enrolled in a formal program within the library, as supplements by the students to pursue a problem area, or as circulating books by the general patron who has an interest in self-education.

There are some categories which all libraries *should* have for general circulation whether or not they are involved in a formal educational program. They are, chiefly:

1) GED study guides
2) Math and algebra texts
3) Vocabulary and spelling books
4) Dictionaries

Other supplementary materials from the general collection which may be useful include reference books such as atlases and titles from the juvenile section, particularly in science and social studies.

A variety of media is generally interesting and helpful to the student. Have a good diversity available as alternatives. It is usually not any one single title which ultimately communicates with the student, but rather a combination of efforts. Workbooks and worktexts are readily available and the least expensive for general use, but filmstrips, audio cassettes, records, and instructional systems meet needs which workbooks cannot. To use these, regular audiovisual equipment such as record players, cassette tape players, and filmstrip viewers may already be available in the library.

Teaching machines and instructional systems are also being used in some library learning centers in Texas. Specially designed to allow students to work on their own, instructional systems are for the most part expensive and involve the purchase of specialized equipment to be used with the instructional materials. These items are not necessarily recommended for purchase by libraries, but librarians may become involved in their use if ABE teachers have access to these materials for their students.

1) *Language Master Systems* (Bell and Howell). Prerecorded lesson materials utilizing an audio card and playback/record equipment. The student listens to the instructor on one track and then records on the other. This program is most helpful in teaching the English language vocabulary and the alphabet. (Cost: equipment—$280.00; prerecorded programs—$35.00-$160.00; blank cards—$6.00 per hundred)
2) *System 80* (Borg—Warner Educational Systems). Specialized equipment is needed to provide a viewing screen for filmstrips encased in a heavy clear plastic strip and audio through the use of records. The system is progammed to require student correct responses to questions placed throughout the program, by pushing buttons on the machine. Basic level only in math and vocabulary skills. (Cost: equipment—$50 annual lease; software— about $150/lesson)

3) *Dorsett Educational Systems*. Uses an automatic advance sound filmstrip viewer for filmstrips and cassettes adapted with three response buttons for response to questions posed throughout the lesson. Instructional programs cover a broad range of topics and levels and are most useful for review. (Cost: equipment—$349.00; programs—$17.50 each or $240 for a series of 16)
4) *Hoffman System* (Hoffman Occupational Learning Systems Division). Students use a specialized viewer, cassettes, and slides or filmstrips, and respond to programmed questions in writing. This system can be used with small groups as well as individuals. (Cost varies based on the number of sound filmstrips in a training sequence. Prices for training programs range from $1500-$5000)
5) *EDL* - Educational Development Laboratories (EDL McGraw-Hill). A number of reading programs available. "The Controlled Reading Skill Development Series" uses the Controlled Reader, a special instrument which projects filmstrip material on a screen at differing rates in a left-to-right, line by line fashion. Lesson materials consist of filmstrips, listening cassettes, and student study guides. Reading levels 2-13. (Cost: equipment—$250.00; lesson materials—$125 for each reading level)

Instructional materials that librarians buy should, above all else, allow the borrower to work on his own as much as possible. In buying, look for:

1) simple explanations,
2) lots of examples and practice exercises;
3) answers to problems (with explanations, if possible);
4) a suitable format (i.e., pages that are not overloaded with information, and good illustrations)

For further titles in this area, consult the bibliographies in Section V. Compilations such as the one by the Corpus Christi Region II Education Service Center will demonstrate the proliferation of instructional materials which are available.

•American Adventures Program. New York: Scholastic, 1970. 4 volumes, 180 p. each. $2.20 each

"A Nation Conceived and Dedicated, 1620-1860"
"Old Hate—New Hope, 1860-1919"
"Between Two Wars, 1914-1939"
"Yesterday, Today, Tomorrow, 1939-1970"

Short, easy-to-read selections in U.S. history generously illustrated with black and white photos. Also available to accompany these books are posters, records, filmstrips and cassettes.

•American Heritage Dictionary of the English Language. Peter Davies, ed. New York: Dell, 1973. 820 p. $1.25

One of the best paperback dictionaries; the layout and illustrations make it easier to use than most others. The need for multiple copies (for in-class use and for circulation) is great in most ABE classes.

•Asimov, Isaac. *Please Explain.* New York: Houghton Mifflin, 1973. 210 p. $5.95

Answers to 100 questions such as "What is the fourth dimension?", "How many particles are there in the universe?", and "What is the speed of thought?". The two-page articles are written at the high school level and may be interesting to the GED teacher as a source for supplementary science units as well as to students. Asimov writes in a clear style about subjects which are often presented in a complicated fashion; other titles to consider are The Human Body: Its Structure and Operation *and* A Short History of Biology.

•Bach, Mickey. *Word-A-Day.* New York: Scholastic, 1963. $.50.

A good supplement for building vocabulary with humorous cartoons which illustrate the meanings of the words.

•Baer, Katie. *Government by the People, Part I.* Syracuse: New Readers Press, 1972. 72 p. $1.79

____________. *The People's Power, Part II.* Syracuse: New Readers Press, 1972. 48 p. $1.35

Two softcover texts on U.S. government. Written at a 4-5 grade reading level, the layout is good, illustrated with black and white photos. The first part explains the Constitution and the second discusses democracy, voting, and political parties.

•Boggs, Ralph S. and Robert J. Dixson *English Step by Step with Pictures.* Rev. ed. New York: Regents, 1971. 230 p. $1.75

Liberally illustrated with descriptive line drawings, this book teaches basic grammar in a conversational context and covers a vocabulary of 800 words. New material is presented fairly rapidly, making this more suitable as a supplement, rather than a basic text.

•Cambridge GED Program. New York: Cambridge, 1973.

Correctness and Effectiveness of Expression	$3.60
General Mathematical Ability	$3.75
Interpretation of Literary Materials	$3.64
Interpretation of Reading Materials in the Social Sciences	$3.56
Interpretation of Reading Materials in the Natural Sciences	$3.60

This is one of the best sources for preparing for the five GED tests. Examples and exer-

cises are provided, giving the student a good idea of what the actual test will be like. Other publishers offering GED preparation books include Arco, Barron, Simon and Schuster, and Steck Vaughn.

Cambridge also publishes study guides to accompany the 33-program GED-TV series produced by Kentucky Educational Television (KET). Information about the purchase of the entire series on videotape is available by writing to KET (See Appendix B). Barron's also has a TV series with accompanying study guides; it is entitled "Your Future Is Now."

•*Cambridge Pre-GED Program.* New York: Cambridge, 1972.
Introduction to Arithmetic
$3.56
Introduction to English
$3.60
Introduction to Reading
$3.68

A very helpful series with clear explanations. This series is good for lower levels; many of the exercises are in the GED test format.

Cass, Angelica W. *Write it Down.* New York: Noble and Noble, 1967. (Noble Adult Basic Education Series).
$1.02

For beginning students, this workbook provides practice in both cursive and manuscript writing. Sample letter forms and addresses are included.

•Cebulash, Mel. *dic-tion-ar-y SKILZ.* New York: Scholastic.
$.60

A fun guide to the dictionary with exercises for practice.

•Dixson, Robert J. *Essential Idioms in English.* Rev. ed. New York: Regents, 1971. 217 p.
$1.75

A book of drills and exercises with English idioms; useful for the intermediate or advanced ESL class. Contains an index of all terms and an appendix with the idioms and their equivalent in Spanish, French, and German.

Exploring Punctuation. Chicago: SVE, 1963.
12 captioned filmstrips
$63.00 set

A good set which introduces the rules for various punctuation marks and provides examples and exercises; the accompanying drawings are not childish. SVE is a very good source for AV.

Exploring the World of Maps. Washington, D.C: National Geographic Educational Services, 1973.
5 sound filmstrips, 8 maps, booklet, records or cassettes.
$67.50

An excellent multi-media kit which is interesting enough to serve as related programming for ABE classes. The photography and maps are up to the usual high standards of National Geographic. Titles are:
"The Messages of Maps"
"Using Maps"
"The Round Earth on Flat Paper"
"Surveying the Earth"
"The Making of Maps"

Fundamental Forms Skill Text for Everyday Living. Huntington, N.Y.: Special Service Supply, 1972.
$1.35

18 types of forms are included in this selection—a good way to practice.

•Funk, Peter. *It Pays to Increase Your Word Power.* New York: Funk and Wagnalls, 1968. 205 p.
$.95

Based on the Reader's Digest feature, this is a good vocabulary builder which presents words, definitions, articles and self-tests in a popular style that many students feel comfortable with.

Goode's World Atlas. Chicago: Rand McNally, 1970. 314 p.
$10.95

An atlas of some kind is essential in most learning centers. A large reference copy may be used, but if a copy for the classroom is feasible, this is a good choice. The format is good, it is easily handled, and a variety of different types of maps are included.

Gordon, Sol. *The Signs Series*. Syracuse: New Readers Press, 1971. 30 p. each.
$.95 each., $2.70 set

"Signs"
"More Signs"
"Signs for Our Times"

Each of these books presents only black and white photos of signs encountered in everyday life. They are designed for poor or beginning readers to stimulate an interest in words. A teacher's manual, "Signs for Teachers," gives suggestions on how to use these books in the classroom, as well as ideas for supplementary activities. (See also the filmstrip series, Signs.)

Graph and Picture Study Skills Kit. Chicago: SRA, 1961.
$149.75

A kit in the standard SRA format with numerous exercises in reading practice and interpreting graphs, cartoons, charts, etc. Teacher's handbook and answer booklets are available. SRA publishes a great number of these kits in various subject areas, which are well suited to learning center situations. Examples are Newslab, Math Applications Kit, *and* Reading for Understanding.

Greatsinger, Calvin. *Machine-Age Riddles*. Syracuse: New Readers Press, 1973. 40 p.
$.60

A supplement for beginning readers, this book provides practice in words and numbers by presenting diagrams of common things such as match books, candy machines, and parking meters; the student identifies the object and discussion of the words and numbers used should follow.

Grizzard, Mable Youree. *Language Exercises*. Rev. ed. Austin: Steck-Vaughn, 1972. 128 p.
Four books.
$1.44 each.

This series presents many exercises in grammar, punctuation, and capitalization. It is best used as a supplement or an advanced review since the explanations are very brief.

Herber, Harold L. *Success With Words*. New York: Scholastic.
$1.25

Definitions of basic words in sentences, vocabulary games, puzzles, and quizzes.

Language Mastery Speller. Columbus, Ohio: Chase Merrill, 1968. 128 p.
Books 5-8
$1.60 each.

Many ABE students feel a special need to improve their spelling; this series has been very well received by them. It has a variety of exercises which reinforce new words and their proper uses and forms.

Living English. (El Ingles Viviente). New York: Crown, 1957. (Living Language Courses).
4 long-playing records, manual, dictionary.
$10.95

An audio course in English in 40 lessons. A popular item with ESL students for supplementary practice at home or in the library.

Mellgren, Lars and Michael Walker. *New Horizons in English.* Reading, Mass.: Addison-Wesley, 1974.
Texts, workbooks, audio cassettes.
Texts $2.20-$2.80
Workbooks $1.00-$1.40
Audio cassettes $50.00/per album (1 per level)

An excellent ESL series (Books 1-6) which introduces grammar and vocabulary in realistic dialogue situations. Written and illustrated with humor, and well liked by students.

News for You. Syracuse: New Readers Press.
Weekly newspaper; 4 p., tabloid size.
$5.00/year (less for multiple copies)

A newspaper published on 2 reading levels (A—grades 3 and 4; B—grades 4 and 5). It is very popular with students, covering national and international news and family features, as well as job information. The format is excellent, resembling a regular newspaper, but with more photographs and larger type. An Instructor's Aid is also available; it gives exercises and suggested activities relating to the paper.

Personal Reading Modules. Largo, Fla.: Relevant Productions, 1974, 1975.
14 modules consisting of tape cassettes and booklets.
$24.95 each.

This is a series of modules on high interest consumer subjects ("How To Get and Hold a Job," "Financing a Car," "What You Should Know About Insurance") written at about a 4th grade reading level. The module consists of 30 small (10 pages) illustrated booklets accompanied by a well-produced tape cassette which reads the text; exercises follow. A good supplementary reading program with some of the material suitable for general information use. Supplementary skill sheets are available for $6.95 per 30-unit module.

*Reader's Digest. *Adult Readers.* Pleasantville, N.Y.: Reader's Digest, 1965. 12 volumes, 32 p. ea.
$.25 ea.

Articles from Reader's Digest adapted to a 3-5 grade reading level in the magazine's format; exercises included. Adults respond well to them.

Reading: Sound and Sense. Chicago: Encyclopedia Britannica Educational Corp., 1974.
AV kit with 9 tape cassettes, 7 sets cards, reading book, user's guide.
$114.00

A basic skills program based on phonetics. The cassettes and cards are coordinated to teach the sounds of letters and letter combinations; also included is a group of short articles on interesting subjects which are taped for listening and reading, and a blank cassette for student practice. Can be used as supplementary practice or as a main program.

**Scholastic Dictionary of Synonyms, Antonyms, and Homonyms.* New York: Scholastic.
$.75

Useful as a reference tool for students in grammar and vocabulary.

*Shea, James T. *Algebra, Book One.* Austin: Steck-Vaughn, 1960. 160 p.
$1.75

A worktext which has extensive exercises presenting this difficult subject at a slow and deliberate pace. Even students new to algebra are able to get through at least part of this book.

•Shea, James T. *Basic Essentials of Mathematics, Parts 1 & 2*. Rev. ed. Austin: Steck-Vaughn, 1975. 96 p.
$1.35 ea.
A good basic worktext; begins with addition of whole numbers and goes through ratios and proportions, with brief sections on geometry and equations. Extensive exercises follow brief explanations and examples.

Signs. Freeport, N.Y.: Activity Records, 1973. 4 silent filmstrips, guide.
$21.00 set
"Street Signs," "Store Signs," "Food Signs," "Signs in Color." Useful for beginning readers, this is a good supplement for reinforcing words they may already know, but not consider reading. (See also Sol Gordon's Signs Series.*)*

Smith, Nila Benton. *Be a Better Reader*. Englewood Cliffs, N.J.: Prentice-Hall, 1968. 142 p.
$1.80-$2.61.
A wide variety of exercises and activities are designed to improve reading and comprehension skills. Special subjects such as social studies and new math are used as the bases for many chapters. Six books on six different reading levels are available.

U.S. Department of Agriculture. Agricultural Marketing Service. *How to Buy Food: Como Comprar Los Comestibles*. GPO, 1971. 62 p.
$.50
A bilingual teaching aid. Good black and white graphics which reproduce well. Teaches reading as well as information.

U. S. Department of Commerce. National Bureau of Standards. *NBS Metric Kit*. GPO, 1974.
$2.00
This packet consists of several pamphlets explaining the metric system, conversion charts and diagrams, a ruler and a conversion card made of plastic. Some material is suitable for displays. This should answer any questions and fears that students have about the new system.

•U.S. Department of Justice. Immigration and Naturalization Service. *Federal Textbook on Citizenship; Our Constitution and Government*. Simplified edition. GPO, 1973. 232 p.
$2.35
A simplified text useful for citizenship classes and for circulation. Liberal use of charts, drawings, and visuals.

U.S. Department of Transportation. Federal Highway Administration. *The New Look in Traffic Signs and Markings*. GPO, 1972. 20 p.
$.35
A colorful graphic booklet showing the difference between the old signs and the new international system. A pre-reading and reading supplement.

•Varnado, Jewel. *Learning our Language, Books 1 and 2*. Rev. ed. Austin: Steck-Vaughn, 1974. 95 p.
$1.35/each
Grammar, punctuation, and capitalization exercises are presented with fairly good explanations and examples. A good review at the Junior High, pre-GED level.

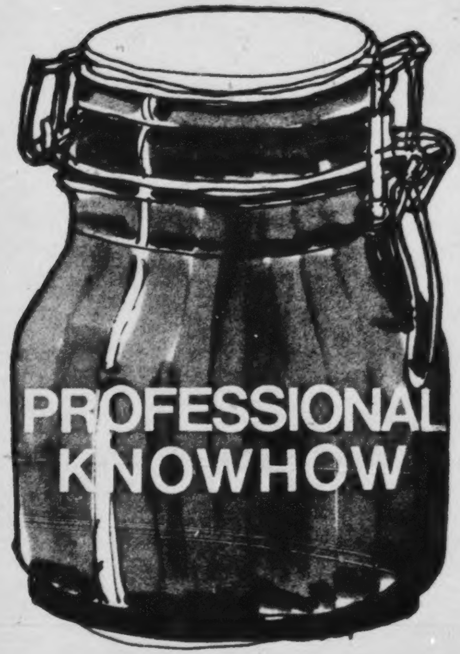
•Weiss, Irwin. *Zero to Zillions: The Arrow Book of Number Magic*. New York: Scholastic, 1966.
$.50
A book of puzzles, activities, and ideas for making math and numbers come alive; good supplement.

*Whitford, Harold C. and Robert J. Dixson. *Handbook of American Idioms and Idiomatic Usage*. New York: Regents, 1973. 188 p.

$2.95

A dictionary of over 5,000 American English idioms with definitions and examples in sentences. Useful as a reference work for the ESL teacher or advanced student.

Professional Materials



4

PROFESSIONAL MATERIALS FOR TEACHERS AND LIBRARIANS

This section contains professional reading materials for teachers and librarians in ABE programs. Subjects covered include background reading on the under-educated adult; helpful techniques for teaching adults in ABE, GED, and ESL programs; and information on library literacy projects. The selections in this section are intended primarily as a pragmatic overview for librarians and teachers just beginning to work in an educational role with adults, although experienced teachers will find many of the bibliographies and references in these materials useful for new ideas and continuing education. Highly technical treatises and original research have been avoided.

Until recently, few ABE teachers had extensive training in the teaching of adults, and few librarians had been involved in adult literacy programs. Moreover, the best programs seem to be those in which the teacher and librarian work together, with an understanding of the project as a whole. To accomplish this goal, libraries can provide materials which can contribute to the continuing education of both teachers and librarians. Items in this section marked with an asterisk are recommended for purchase by all library literacy projects. Other materials can be obtained through interlibrary loan. In addition, journal articles on library literacy projects have been published in *Library Journal, Wilson Library Bulletin,* and *Library Trends.*

It is important for both librarians and teachers to have an understanding of the ethnic backgrounds of their students. Items in the ethnic lifestyles section are personal selections recommended by ABE teachers, included as examples of the wide variety of books available. Public libraries will have similar works.

ADULT EDUCATION

*Brooke, W. Michael, ed. *Adult Basic Education: A Resource Book of Readings.* Toronto: New Press, 1972. 393 p. (Distributed by Books Canada)

$12.95

A very useful book of readings with an excellent chapter on "ABE Methods." An emphasis on the Canadian environment does not detract from its usefulness. Many bibliographies are included, some well annotated, as well as a list of publishers of ABE materials.

Dickinson, Gary. *Teaching Adults: A Handbook for Instructors.* Toronto: New Press, 1973. 108 p. (Distributed by Books Canada)

$4.95

An easy to read handbook for beginning teachers covering adult learning and the learner, course planning, instruction, and evaluation. Short bibliographies and pre- and post-assessment tests accompany each chapter.

*Dixson, Robert J. *Practical Guide to the Teaching of English.* New York: Regents, 1960. 96 p.

$1.50

A useful manual for the novice ESL teacher, this book covers the teaching of grammar, conversation, reading, vocabulary, and pronunciation, with suggestions and examples for each.

Finocchiaro, Mary. *English as a Second Language: From Theory to Practice.* New York: Regents, 1974. 230 p.

$3.25

A revised edition of a "classic" written by a leader in the field of ESL, this is primarily a textbook, but offers suggestions in its discussions of such subjects as curriculum, materials, techniques, testing, and evaluation.

Florida State University, Department of Adult Education. *Research to Practice Series.* Tallahassee, Florida, 1971. 16-28 p.

$1.65 each

These pamphlets are not extensive but the titles annotated below would be relevant to both teachers and librarians, and the cost is reasonable.

*Facilitating Learning Through the Use of Supportive Services in Adult Basic Education. *Myra Ashley and Gary F. Norsworthy. Discusses the use of community service agencies in an ABE program; it should be useful for both teachers and librarians.*

*Physiological Factors in Adult Learning and Instruction. *Coolie Verner and Catherine V. Davison. Discusses such factors as the aging process, vision, hearing, learning and performance, and how they affect the adult learner.*

*Preventing Dropouts in Adult Basic Education. *Don F. Seaman. After covering four factors affecting dropouts—environment, physiology, wants and goals, and past experiences—specific implications and suggestions are offered.*

*Psychological Factors in Adult Learning and Instruction. *Coolie Verner and Catherine V. Davison. Many useful points are brought out in discussing the psychological setting of learning and instruction, remembering and forgetting, and designing and managing instruction.*

*Recruitment in Adult Basic Education. *Robert E. Snyder. An analytical study of the psychological processes by which a potential ABE student becomes an actual student; concludes with recommendations.*

*Starting Students Successfully in Adult Basic Education. *Don F. Seaman. Since the first class sessions are crucially im-*

portant for retention of students, this pamphlet examines reasons for enrolling and suggests procedures for first day activities.

Four titles not annotated because their usefulness is more limited to administrators are:

Decision-Making in the Planning and Implementation of Instruction in Adult Basic Education.

In-service Education in Adult Basic Education.

Program Evaluation in Adult Education.

The Role of the Paraprofessional in Adult Basic Education.

Freedman, Florence B. and Esther L. Berg. *Classroom Teacher's Guide to Audio/Visual Material.* Rev. ed. Philadelphia: Chilton Books, 1967. 279 p.

$9.50

Oriented chiefly to traditional elementary school classes, this book nevertheless has many stimulating ideas which may be adapted to ABE. Included are sections on various media formats (with description and uses), specific ideas for using nonprint media in lessons, and lists of manufacturers of hardware and software.

•Frey, Betty J. *Basic Helps for Teaching English as a Second Language.* Tucson: Palo Verde Publishers, 1970. 236 p.

$5.95

A book full of specific suggestions and techniques for ESL classes. Includes several useful appendices, including one extended section on "Using Laubach Charts and Stories in ESL" for use with New Readers Press New Streamlined English Series.

•Kidd, J. R. *How Adults Learn.* Rev. ed. New York: Association Press, 1973. 318 p.

$14.95

A very readable discussion of various aspects of adult learning, this book covers a broader area than ABE. The first edition (1959) is considered a "classic." Contains references for further study and excellent bibliographies at the end of each chapter.

Klevins, Chester, ed. *Materials and Methods in Adult Education.* New York: Klevens Publications, 1972. 373 p.

$4.95

This is a collection of 31 articles dealing with adult education, grouped into areas such as "New Aids to Learning" and "Staff Development." The usefulness of the writings varies; a particularly pragmatic article is "Use of ERIC and other Adult Education Resources."

Mager, Robert F. *Preparing Instructional Objectives.* Belmont, Calif.: Fearon, 1962. 60 p.

$2.00

____________. *Developing Attitude Toward Learning.* Belmont, Calif.: Fearon, 1968. 104 p.

$2.00

____________. *Analyzing Performance Problems, 'Or You Really Oughta Wanna.'* Belmont, Calif.: Fearon, 1970. 111 p.

$2.75

____________. *Measuring Instructional Intent, Or Got a Match?* Belmont, Calif.: Fearon, 1973. 159 p.

$3.25

Mager writes about these subjects with such humor and uses such interesting approaches that teachers will enjoy reading them and learn in the process. These self-paced texts provide training in how to positively influence student attitudes, how to specify objectives when teaching, how to approach situations in which students are not performing as expected, and how to create test items that match the intent of your objectives.

*National Association for Public Continuing and Adult Education. *Adult Basic Education: A Guide for Teachers and Teacher Trainers.* Washington, D.C. 500 p.

$5.00

This is the most extensive and comprehensive of NAPCAE's publications, and by far the most useful. It covers all aspects of ABE teaching, and includes a chapter on "Teacher Trainer Techniques in ABE."

*__________. *Counseling and Interviewing Adult Students.* Washington, D.C.: 1960. 24 p.

$1.00

A brief discussion of the counselor's role in the ABE program; includes sections on "The Teacher as Counselor" and "Effective Interviewing."

*__________. *The Second Treasury of Techniques for Teaching Adults.* Washington, D.C.: 1970. 49 p.

$2.00

As the title implies, this is a continuation of the next title. Material in it was taken from the NAPCAE newsletter, Techniques for Teaching Adults. *A good updating; a number of good ideas are offered in a wide variety of subjects. Less emphasis on classrooms.*

*__________. *A Treasury of Techniques for Teaching Adults.* Washington, D.C.: 1964. 48 p.

$1.00

Many suggestions are offered to the teacher, although most are oriented to classroom situations rather than individualized instruction.

*__________. *When You're Teaching Adults.* Washington, D.C.: 1959. 23 p.

$1.00

A very popular title, although the other titles listed are more current.

*__________. *You Can Be a Successful Teacher of Adults; NAPCAE's Authoritative Sourcebook and Information Guide.* Washington, D.C.: 1974. 186 p.

$6.00

The newest NAPCAE title, and an excellent source of information for teachers. Ten chapters such as "Facing Your Fears About Teaching Adults," "Diagnosing Students' Needs and Establishing Objectives" and "Tips on Teaching."

Prentice-Hall Adult Education Series. Englewood Cliffs, N.J.: Prentice-Hall, 1971-1972.

$3.95 each

This is quite a good series; the material is usually factual and directly presented. Books vary in length, but range from 40 to 90 pages. The format is paperback and easy to read.

*Guide to Teaching Techniques for Adult Classes. *Robert E. Snyder and Curtis Ulmer. Many guidelines are offered, and although primarily aimed at classroom situations, there is a good chapter on individualized instruction and a list of selected publishers of educational simulation materials and games.*

*How to Make Successful Use of the Learning Laboratory. *John M. Peters and Curtis Ulmer. This would be helpful to teachers and librarians who deal with learning labs; it discusses many aspects of a lab and its uses.*

*Special Counseling for the Disadvantaged Adult. *Donald J. Kaple, Marion Keeler Kaple, and Curtis Ulmer. This is possibly the best in the series. It is very well written and emphasizes the importance of good jobs for ABE students. Also included is a discussion of standardized diagnostic tests, their role, and alternative techniques.*

•Special Techniques That Work in Teaching the Culturally Deprived. *Arthur W. Burrichter and Curtis Ulmer. Among other subjects, this discusses the use of Transactional Analysis as a tool.*

•Teaching Reading to the Disadvantaged Adult. *James A. Dinnan and Curtis Ulmer. A short but useful overview of the many facets of literacy programs. Offers practical suggestions.*

•Teaching the Culturally Disadvantaged Adult. *Curtis Ulmer. Originally a pamphlet published by NAPCAE, this is the most comprehensive title in this series. It discusses general characteristics of the student and the successful teacher, among other subjects. The bibliography is diverse and helpful.*

•Using Real Life Materials for the Culturally Disadvantaged. *Monroe C. Neff, Alaine T. Paterno, and Curtis Ulmer. A good collection of techniques. Many specific exercises and suggestions for introducing various topics, such as getting a job and arithmetic; and techniques such as role playing and "vocabulary poker" are presented.*

Other titles in this series which were felt to be less directly of interest to teachers are:

Are They Ever Too Old to Learn?

Complete Guide to Adult Education Counseling

Developing Successful Community Assistance Programs

Guide to Curricula for Disadvantaged Adult Programs

How to Administer Programs for Disadvantaged Adults

How to Train Teachers to Train Adults

Rauch, Sidney J. *Handbook for the Volunteer Tutor.* Newark, Delaware: International Reading Association, 1969. 106 p.

$2.50

A very useful handbook for those who teach reading; includes chapters on diagnosing basic reading levels, lists of instructional materials, and other items for the instructor.

Smith, Carl B. and Leo C. Fay. *Getting People to Read: Volunteer Programs That Work.* New York: Delacorte Press, 1973. 238 p.

$8.95 (Paperback: Dell, 1973. $2.95)

Helpful suggestions on the establishment and operation of out-of-school reading programs for all ages utilizing volunteers and nonprofessionals.

•Smith, Edwin H. *Literacy Education for Adolescents and Adults.* San Francisco: Boyd and Fraser, 1970. 161 p.

$5.00

An excellent and practical resource. Covers diagnostic approaches, methods and materials, specific techniques, preparation of materials, ESL, and more. Written in a straightforward style with many specific suggestions, titles, and addressses. One of the best short books for teachers.

Spache, George D. *Good Reading for the Disadvantaged Reader: Multi-Ethnic Resources.* Champaign, Ill.: Garrard, 1970. 201 p.

$4.75

Chapters include lists of titles (very briefly annotated) for various ethnic groups as well as "Reading Instruction and the Disadvantaged" and "Materials for Basic Education of Adult Illiterates and School Dropouts." Already somewhat dated, but still useful.

University of Massachusetts. School of Education. *Audio-Modular Instructional Materials for Adult Education Staff Development.* Amherst, Mass.: 1974, 1975.
Audio cassettes and study guides.

Set A—$40.00; Set B—$30.00

A very well done set of individualized *study materials on basic topics needed by teachers and librarians of adult students. Each module, or set of materials, includes a study guide, worksheets with answers to exercises and case studies, and an audio cassette which provides the basic instruction. Materials currently available are:*

Series A: "Communication I" and "Communication II." (Transactional Analysis with application to ABE)

"Adult Learner Participation Patterns"
"Adult Learner Classification Patterns"
(Characteristics of adult students)

"Motivating the Adult Learner."
(Includes sound filmstrip with particularly well done instruction of the approach-avoidance conflict and how this operates in relation to ABE students, with practice in how teachers can help to minimize the conflict.)

Series B: "Some Physiological Factors in Adult Learning"
"High Risk Adult Learners."
(Socio-economic and socio-psychological aspects.)

"Reality Counseling I" and "Reality Counseling II."
(Basic principles of reality counseling with case studies for practice.)

University of Texas. Extension Teaching and Field Service Bureau. *Belton, Jerold F.* (A Training Film for ABE Teachers, Counselors, and Administrators) Austin, Tx., 1971.
16 mm film. Purchase—$150.00; Rental—$6.00
Concerned primarily with the roles and relationships of teachers and counselors in the ABE setting. The film emphasizes that in reality, it is often difficult to pinpoint exactly where, when, and by whom the most effective counseling of the ABE student is done.

LIBRARY LITERACY PROJECTS

*Appalachian Adult Education Center. *Interrelating Library and Basic Education Services for Disadvantaged Adults: A Demonstration of Four Alternative Working Models.* Morehead, Kentucky: Morehead State University, 1973. Vol. I, 97 p.; Vol. II, 40 p.
Free from issuing agency.
Good detailed explanation of the rationale for library service to adult nonreaders through basic educational services, with specific techniques for implementing library ABE projects. Includes the experiences of four public libraries in different states serving as model projects during 1972-1973. The project has expanded on a regional basis since this annual report.

*Appalachian Adult Education Center. *Library Service Guides.* Morehead, Kentucky: Morehead State University, 1973-1975. 30-50 p.
Free from issuing agency
At present, 15-20 guides are available in a continuing project to produce training manuals for specific skills needed in serving the disadvantaged adult. Those guides of particular interest to library learning center staffs are:

no. 1: "Materials Selection for Disadvantaged Adults"
no. 2: "Assessing Community Information and Service Needs"
no. 3: "Using Pamphlets with Disadvantaged Adults"
no. 4: "Deposit Collections of Special Materials for Disadvantaged Adults"
no. 7: "Evening and Weekend Services for Disadvantaged Adults"
no. 8: "The Library as a Community Information and Referral Center" (includes useful forms)

- no. 9: *"Planning Expanded Library Services for Disadvantaged Adults"*
- no.12: *"Recruiting Disadvantaged Adults"*
- no.14: *"Coping Skills Materials: A List of Sources" (A listing of names and addresses of publishers, Federal agencies, and other organizations which produce materials of interest to ABE/GED students grouped under different subject categories)*

Brown, Eleanor Frances. *Library Service to the Disadvantaged.* Metuchen, N.J.: Scarecrow Press, 1971. 560 p.

$15.00

Programming ideas and model projects for library services to such target groups as migrants, non-English speakers, illiterate adults, the institutionalized, older citizens, and the mentally handicapped.

Childers, Thomas. *The Information-Poor in America.* Metuchen, N.J.: Scarecrow Press, 1975. 182 p.

$6.00

A comprehensive survey of literature from a variety of disciplines documenting the ways in which disadvantaged adults use information and the types of information needs they have. A chapter delineating specific areas of information need such as health care, family planning, welfare programs, employment information, will assist librarians and teachers to acquire the materials and information to meet these problems.

Lipsman, Claire. *The Disadvantaged and Library Effectiveness.* Chicago: American Library Association, 1972. 197 p.

$10.00

A study of the impact of public library services on disadvantaged groups in fifteen major cities with an analysis of such factors as community needs and resources, problems in decision making, program objectives and implementation, staff effectiveness, community involvement, materials selection, and publicity. The conclusions and recommendations are particularly helpful to public libraries interested in designing services for nonuser groups.

Lyman, Helen Huguenor. *Library Materials in Service to the Adult New Reader.* Chicago: American Library Association, 1973. 614 p.

$10.00

A description of a study to establish selection criteria for adult easy-reading materials with background information on specific categories and authors that have been identified by new adult readers as being of interest to them.

National Indian Education Association. *Library Service Guides.* Minneapolis, Minnesota: National Indian Education Association, 1974. 12 booklets, 15 p. each.

Free from issuing agency

Similar in format to the Appalachian Adult Education Center's "Library Service Guides." Although developed specifically for library services for American Indians, several items in the series offer good ideas for reaching nonusers of the library. These include:

- no.6: *"Adult Education and Indian Libraries"*
- no.7: *"Promoting Indian Library Use" (Includes good programming and publicity ideas)*
- no.8: *"Generating Information in Indian Libraries" (Straightforward, practical approach to how to develop community information-referral services in public libraries)*
- no.9: *"Assessing Indian Needs" (Explains the process of gathering information about a service population)*

Palmer, Julia Reed. *Read for Your Life; Two Successful Efforts to Help People Read and an Annotated List of Books That Made Them Want To.* Metuchen, N.J.: Scarecrow Press, 1974. 508 p.

$15.00

The author writes of two successful literacy projects in which she was involved—one a school volunteer program and the other a library bookmobile program. There are practical outlines for starting reading programs and library programs and an extensive annotated bibliography of materials that have appealed to different ages and interests.

*The Right to Read and the Nation's Libraries. Edited by The Right to Read Committee of the American Association of School Librarians, The Children's Services Division, and The Public Library Association. Chicago: American Library Association, 1974. 109 p.

$5.50

Articles describing various libraries' experiences in literacy programs for adults and children, including a particularly good overview article by Grace Stevenson, "Why a Library Reading Program?" and a description of the San Jose Public Library's program entitled "READ Project: Reading for Everyone to Achieve and Develop," by Brenda Gray.

ETHNIC LIFESTYLES

David, Jay. *Growing Up Black.* New York: Pocket Books, 1969. 255 p.

$.95

Nineteen prominent Negroes including Malcolm X and Dick Gregory remember how it was.

Davis, Charles T. and Daniel Walden, eds. *On Being Black: Writings by Afro-Americans from Frederick Douglass to the Present.* Greenwich, Conn.:Fawcett, 1970. 383 p.

$1.25

Selections by Richard Wright, W. E. B. DuBois, James Baldwin, Langston Hughes, and others.

Feldman, Saul D. and Gerald W. Thielbar, eds. *Life Styles: Diversity in American Society.* Boston: Little, Brown, and Co., 1972. 383 p.

$6.95

A collection of articles ranging from "On Being American," by H. L. Mencken to ethnic life styles and social change. Highly readable, with many well-known authors.

Galarza, Ernesto. *Barrio Boy.* New York: Balantine, 1972. 272 p.

$1.25

Very interesting account of a Mexican country boy—his life in a Mexican village and his immigration to California. Good depiction of the problems of growing up in an alien society.

Gomez, David F. *Somos Chicanos; Strangers in Our Own Land.* Boston: Beacon Press, 1973. 204 p.

$3.95

An overview of the Chicano movement with a short vocabulary of Chicano terms; emphasizes education as an important aspect of change.

Ludwig, Edward and James Santiesteban. *The Chicanos: Mexican-American Voices.* Baltimore: Penguin, 1971. 286 p.

$1.50

Easy-to-read selections from many famous voices of the Chicano world with subjects such as migrant workers, education, barrios, and "Facing Anglo Society."

Murphy, Sharon. *Other Voices: Black, Chicano, and American Indian.* Dayton, Ohio: Pflaum/Standard, 1974. 133 p.

$3.95

An excellent resource for librarians. Contains written discussions of various aspects of ethnic journalism, with further readings, addresses, names of ethnic newspapers and magazines.

Terkel, Studs. *Working.* New York: Avon, 1974. 762 p.

$2.25

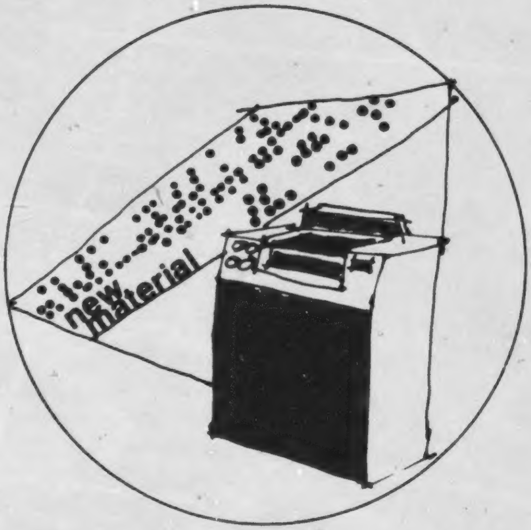
A collection of short interviews with a wide cross-section of Americans on their attitudes toward work and their lives.

U.S. Civil Rights Commission. *Southwest Indian Report.* GPO, 1973. 130 p.

$1.10

Narrative reports of testimony before the Civil Rights Commission on the current status of Native Americans in the areas of education, housing, life on the Indian reservation and in urban areas, and health. Highly illustrated with photographs.

Resources For Keeping Up-to-Date



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RESOURCES FOR KEEPING UP-TO-DATE

This section provides a means for updating and expanding the information found in this guide. Resources listed will provide information on new adult literacy techniques and programs and references to new ABE materials for both teachers and students. Included are professional associations and journals in the field of adult education and current ABE bibliographies that have been useful in compiling this guide.

PROFESSIONAL ASSOCIATIONS

Adult Education Association
810 Eighteenth St., N.W.
Washington, D. C. 20006

National professional organization for adult educators, which publishes a variety of materials as well as two journals: *Adult Education* (quarterly) and *Adult Leadership* (10/year). Annual membership dues—$30.00

Adult Literacy and Learning Committee
Public Library Association
50 East Huron Street
Chicago, Illinois 60611

Formerly the Public Library Association Ad Hoc Committee on the Right to Read, the PLA Board in early 1975 approved the formation of a standing committee on Adult Literacy and Learning charged with providing information on and support to the public library in its role of developing literacy programs.

International Reading Association
6 Tyre Avenue
Newark, Delaware 19711

Membership includes individuals engaged in teaching or supervising reading at any school level. The purposes of this organization are to encourage the study of reading problems, to promote research in these areas, and to disseminate knowledge helpful in the solution of problems related to reading. Publications include 20-30 books a year and the *Journal of Reading* (8/yr) and *Reading Teacher* (8/year) among others. Annual membership dues—$15-$25 based on number of journals received.

Literacy Volunteers of America
3001 James Street
Syracuse, New York 13206

Organized to develop and assemble the best training and materials that can be used by literacy volunteers to tutor adults in basic reading and writing. Literacy Volunteer affiliate groups recruit and train tutors, recruit students, and maintain program records. This group has a Volunteer Basic Reading Tutorial Program which trains people to work in ABE centers through contact with local community-based groups. For more information contact Mrs. Connie Hoendle, Director of Field Services, at the above address.

National Association for Public Continuing and Adult Education (NAPCAE)
1201 Sixteenth Street, N.W.
Washington, D. C. 20036

Professional organization of teachers and administrators of adult education that aids members through a yearly conference, monthly newsletters, periodicals (*Techniques for Teachers of Adults*), and informative legislative reports. A wide variety of practical publications for teachers and administrators is available. This group is affiliated with the National Education Association. Annual membership dues: $10-$30 depending on which periodicals received.

Teachers of English to Speakers of Other Languages (TESOL)
School of Language and Linguistics
Georgetown University
Washington, D.C. 20007

Publishes research reports, bibliographies, and other materials concerned with the methodology and practice of English as a second language, a bimonthly newsletter, and a quarterly journal. Membership dues—$21.00.

JOURNALS AND ABSTRACTING SERVICES

AEC Newsletter. Upper Montclair, N.J.: Montclair State College, Adult Education Clearinghouse, 1973- . Bi-monthly. $6.00/12 issues

Includes listings with annotations of recent Adult Basic Education materials acquired by the National Multimedia Center for Adult Education, citations to current journal articles in the field of adult education (for access through inter-library loan), and news items describing current projects and materials. This is an excellent newsletter for very current information.

Adult Leadership. Washington, D. C.: Adult Education Association, 1952- Monthly, except July and August. $13/year.

While this periodical is not devoted exclusively to ABE, most issues will include at least one article relevant to the field. Within the past two years such articles have included techniques for community needs assessment, literacy techniques, life skills curricula for adults, and training for ABE teachers. Regular features include a book review section and news items pertaining to current materials and programs.

Adult Learning Center News. Compiled by Jean Brooks, Dallas Public Library, and Susan Gallinger, Nicholson Memorial Library, Garland. May, 1975- . Irregular.

A newsletter designed to share information among the library learning centers in Texas and outside the state. Helpful information and techniques on materials, volunteers, student recruitment, and training sessions. For more information, write: Ms. Susan Gallinger, Nicholson Memorial Library, 625 Austin Street, Garland, Tx. 75040.

Booklist. Chicago: American Library Association, 1905- . Semi-monthly. $20.00/year

Includes a column on "Adult Basic Education Materials" compiled by Melissa Forinash from the Reader Development Program of the Philadelphia Free Library, reviewing about 25 titles or series for adults with limited reading ability. Issues containing this feature are: June 15, 1974; July 15, 1974; and November 1, 1974. Booklist also reviews in each issue nonprint media and government documents that might be useful for ABE students.

ERIC Clearinghouse in Career Education. 201 Gabel Hall, Northern Illinois University, Dekalb, Ill. 60115.

This is the clearinghouse in the ERIC system which abstracts materials in the areas of Adult Basic Education, Vocational Technical Education, Career Education, and Adult and Continuing Education. Materials include curriculum items for students, teacher materials, and evaluations of existing ABE projects. Items received by the Clearinghouse are listed in the ERIC abstracting services, Resources in Education (RIE) and Current Index to Journals in Education (CIJE). This is a good way to locate hard-to-access locally produced materials, as well as project reports. You can write for a listing of free bibliographies that are available under the title "Informal Bibliography Series." Materials listed through ERIC Clearinghouse can usually be obtained through ERIC.

National Multimedia Center for Adult Education. Abstracting Service. Upper Montclair, N.J.: 1972- . Monthly. $75.00/year

Established to acquire and abstract curricular-instructional materials for ABE students and teachers. Includes curriculum guides, *textbooks, workbooks, programmed materials, bibliographies, and ABE project reports. Entries give full bibliographic data, order information, a descriptive annotation, and grade level. 5500 items had been abstracted by the Center as of June 30, 1975; a full set of abstract cards up to this date is available for $273. Subscribers receive 100 cards per month. Quarterly and annual subject indexes are provided, but subject access is still awkward. Very few nonprint materials are included, and often print materials which are products of local projects are difficult to acquire.*

Pivot. Philadelphia: Free Library of Philadelphia, Reader Development Program, 1970- Bimonthly, except July and August.

Free

A unique and particularly focused resource for libraries, this newsletter contains informational articles such as "Sources for Information about ABE" and "Readability Formulas and RDP", as well as reviews on new materials purchased by the Reader Development Program.

The Reading Teacher. Newark, Del.: International Reading Association, 1947- Monthly, October-May.

$15.00

Contains articles of interest to teachers of reading. While ostensibly directed to elementary level teachers, ABE programs will find the subject matter useful as well. Reading lists are often included.

Techniques for Teachers of Adults. Washington, D.C.: National Association for Public Continuing and Adult Education. 1960- Monthly, October-May.

$8.00

Each issue of this newsletter discusses subjects of interest to teachers, such as "Helping Students Pass Tests." One dollar an issue is a bit steep, but the information is pragmatic and direct.

TESOL Quarterly. Washington, D.C.: Teachers of English to Speakers of Other Languages, 1967- Quarterly.

Included in membership fee.

While some articles are pure research reports, many articles have useful suggestions and discussions for practicing teachers. Sample titles include "Pun and Games: Paronomasia in the ESL Classroom" and "The Cassette Tape Recorder: A Bonus or a Bother in ESL Composition Correction"; other useful sections in each issue include book reviews and selections from the ERIC Clearinghouse.

CURRENT BIBLIOGRAPHIES

The ABC's in APL: An Annotated Bibliography of Materials Related to the Adult Performance Level General Knowledge Areas. Austin: University of Texas, Division of Extension, 1974. 189 p.

Free

The Adult Performance Level project has written a series of performance requirements which an adult should master in order to function effectively in his community. The titles in this bibliography are intended to help adults master those requirements and are arranged into APL's five knowledge areas—consumer economics, occupational knowledge, health, community resources, and government and law. The materials are generally more suited for instructional use rather than library browsing, but the annotations are exceptionally informative.

Career Education Instructional Resources Catalog. Corpus Christi, Tx.: Region II Education Service Center, 1974. 64 p.

Free

A listing of materials on career information, most of which are best used with an instructor, but some are suitable for individual or small group browsing. It is broken down into 35 career areas; each item is briefly annotated and lists the publisher.

Coping Skills Materials: A List of Sources. Rev. ed. Morehead, Kentucky:Appalachian Adult Education Center, 1974. 61 p.

Free on request

A listing of names and addresses of publishers, Federal agencies, and other organizations which produce materials of interest to ABE/GED students. Publishers are grouped under different subject categories.

"Easy Adult Reading Materials: A Bibliography of Bibliographies." *RQ,* v. 13, no. 1. (Fall, 1973) pp. 43-47.

An annotated compilation of bibliographies of high interest, low vocabulary materials published between 1965 and 1972 by public libraries and adult education programs; a very good way to access materials published prior to 1970.

Instructional Resources for Adult Basic Education Teachers. Corpus Christi, Tx.: Region II Education Service Center, 1972. 487 p.

Free

————. *Supplement.* 1973. 150 p.

Free

An extensive compendium of instructional materials for ABE, this covers language arts, math, social studies, science, vocational guidance, health, in basic, intermediate, and advanced levels. Books and workbooks and a variety of media formats are listed with publishers, price and a brief descriptive annotation. Supplements will be published annually. The materials are available for loan to adult education classes in the service region; persons not in this area are free to examine the materials in the Region II Education Service Center Library.

Literacy Volunteers of America. *Bibliography of Adult Basic Reading Materials.* Syracuse: Literacy Volunteers of America, 1974. 58 p.

A good annotated bibliography of instructional and informational materials including order information. Student materials are divided by three reading levels, grades 1-2, grades 3-4, and grades 5-6; types of items listed are workbooks, job-related materials, biographies, and informational and leisure reading materials. Professional materials for teachers are also listed.

National Multimedia Center for Adult Education. *Consumer Education Bibliography.* Upper Montclair, N.J.: 1971. 56 p.

$2.80

____________. *Career Education Bibliography.* Upper Montclair, N.J.: 1973. 60 p.

$2.80

____________. *English As a Second Language Bibliography.* Rev. ed. Upper Montclair, N.J.: 1975. 70 p.

$2.80

Each bibliography is a selected listing of abstracts of ABE instructional materials from the National Multimedia Center for Adult Education. The bibliographies are divided into teacher preparation materials (bibliographies, general literature, research documents) and students' materials (mostly print format). Each entry gives full order information, grade level, and a detailed descriptive annotation of content.

Palmer, Julia Reed. *Read for Your Life; Two Successful Efforts to Help People Read and an Annotated List of Books That Made Them Want To.* Metuchen, N.J.: Scarecrow Press, 1974. 510 p.

$15.00

Case studies of two volunteer reading projects and an excellent 420-page annotated and evaluative bibliography of books most appealing to nonreaders, both children and adults. One of the most valuable, current bibliographies available, with an emphasis on Black ethnic material.

Reader Development Bibliography. Edited by Melissa R. Forinash. Syracuse: New Readers Press, 1974. 75 p.

$2.50

A selective annotated bibliography of print materials based on seven years' experience of the staff of The Free Library of Philadelphia's Reader Development Project. All materials have been evaluated as to readability and suitability for adults reading on or below the eighth grade reading level. The bibliography is divided into the categories of leisure, community and family life, jobs, reading, writing, and arithmetic, science, and the world and its people. The Reader Development Project also has available a listing of their nonprint media holdings entitled Filmstrips: An Annotated Bibliography, *published by The Free Library of Philadelphia (June, 1973).*

Spache, George D. *Good Reading for the Disadvantaged Reader.* Champaign, Ill.: Garrard, 1970. 201 p.

$4.75

There are two uses for this book. It offers many lists of books suitable for various minority groups which may be checked as a retrospective source of titles. It also has textual discussions of topics such as "Building the Self-Concept" and "Reading Instruction and the Disadvantaged" which make good professional reading for teachers and librarians.

APPENDIX A: SELECTION GUIDE

The following notes are guidelines for developing a collection of ABE (Adult Basic Education) materials in the Austin Public Library made possible by a grant from the Texas State Library.

A. Target Group:

1. Students in ABE, GED, and ESL classes being held in four branch libraries (Montopolis, Terrazas, Oak Springs, and Rosewood-Zaragosa).
2. Users of libraries who may need materials in a lower reading level or who cannot attend regular classes.
3. Non-users of the libraries who may find subject areas useful (the vocational section in particular).

B. Purposes of Materials Purchased:

1. To support the curriculum of ABE, GED, and ESL classes in the libraries.
2. To help prepare students and other library users for further academic study and job preparation and enrichment.
3. To provide self-educational and informational materials at the ABE level (roughly a reading level of 4th to 9th grades).
4. To provide recreational and leisure reading at the ABE level.

C. Specific Areas of Interest:

1. Instructional supplements—dictionaries, circulating workbooks, textbooks.
2. Job-related materials at various levels, with emphasis on the ABE level, aimed at those jobs and careers which do not require extensive training beyond high school; specific areas include:
    a. Job descriptions of a wide variety of jobs and careers.
    b. Arco-type study books.
    c. Job seeking skills such as interviews, filling out forms, etc.
    d. Skills practice books such as typing and shorthand.

(These materials will be sought with the intention of grouping them together in each branch in a "Job Information

Center" which would encourage browsing.)

3. General non-fiction/coping skills (at the ABE level, since the library already has extensive holdings in this area); specific interests include:
   a. Cooking, crafts, how-to-do-it, home repair, car repair.
   b. Birth control, health, consumer education.
   c. Sports and entertainment.
   d. Additional copies of such favorites as *The Guiness Book of World Records.*

4. Fiction at the ABE level in English and Spanish (possibly abridgements of classics and best-sellers); primary interests in:
   a. Light romance.
   b. Mystery, adventure, westerns.
   c. Books on which movies have been based.

D. Format of Materials:

Books, paperbacks, workbooks, government pamphlets, maps and posters. Audio visual software to include kits, records, audio cassettes, and filmstrips. (The library will purchase only software—the UT Adult Learning Center will loan hardware to be kept at each branch.)

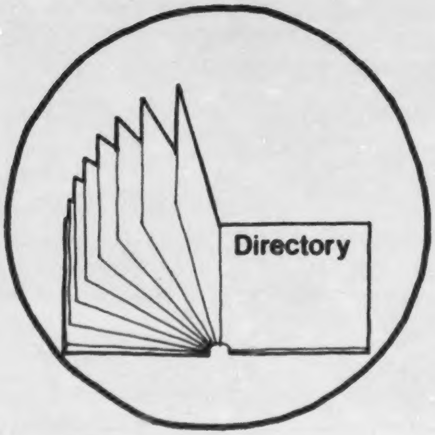
E. Selection Sources:

Materials will be selected by the ABE/Library Coordinator incorporating the recommendations of the teachers and librarians in the four branches and the Coordinator of Adult Services. In addition, existing bibliographies in the area of ABE and current publishers catalogs will be consulted.

F. Integration of Materials:

All materials will be marked *AE* and (with the exception of job-related materials discussed above) integrated into the general collections. Segregation of materials has not been successful, yet continuing to mark the books *AE* will help the librarian in the role of reader-advisor to both students and general users.

A minimum of four copies (one per library) of each title will be purchased. In the case of anticipated heavily-used materials such as dictionaries and workbooks, additional copies will be ordered.



APPENDIX B

DIRECTORY OF PUBLISHERS & PRODUCERS

This appendix is a list of publishers, audiovisual producers, organizations and associations mentioned in this guide. To start selecting a basic collection of ABE materials, get catalogs from those companies that are asterisked (*). Producers of nonprint media are marked with a cross (+).

+Activity Records
Freeport, N.Y. 11520

Addison-Wesley Pub. Co.
Jacob Way
Reading, Mass. 01867
(Publishes a particularly good ESL text series)

*Adult Education Association
810 18th St., N.W.
Washington, D.C. 20006

Alexander Graham Bell Association for the Deaf
3417 Volta Pl., N.W.
Washington, D.C. 20007

*American Library Association
50 East Huron St.
Chicago, Ill. 60611

*Appalachian Adult Education Center
Morehead State University
UPO 1353
Morehead, Kentucky 40351
(Publishes useful guides for library adult basic education projects)

*Arco Publishing Co.
219 Park Ave., S.
New York, N.Y. 10003
(Has an extensive publication list of test books and craft books)

*Argus Communications
7440 Natchez
Niles, Ill. 60648
(Produces personal development/communication skills materials, including a wide variety of posters)

Association Press
291 Broadway
New York, N.Y. 10007

Avon Books
959 Eighth Ave.
New York, N.Y. 10019

Ballantine Books
(Division of Random House)
201 E. 50th St.
New York, N.Y. 10022

Bantam Books
666 Fifth Ave.
New York, N.Y. 10019

*Barron's Educational Series
113 Crossways Park Dr.
Woodbury, N.Y. 11797
(GED and other educational worktexts)

Beacon Press
25 Beacon St.
Boston, Mass. 02108

+Bell and Howell
Audio Visual Products Division
7100 McCormick Road
Chicago, Ill. 60645
(Language Master and other audio visual learning equipment)

Better Homes and Gardens Books
1716 Locust St.
Des Moines, Iowa 50336

Bobbs-Merrill Co.
4300 W. 62 St.
Indianapolis, Ind. 46206

Books Canada
33 E. Tupper St.
Buffalo, N.Y. 14203

Books for Better Living
21322 Lassen St.
Chatsworth, Calif. 91311

Borden Publishing Co.
1855 West Main St.
Alhambra, Calif. 91801

+Borg-Warner Educational Systems
600 West University Drive
Arlington Heights, Ill. 60204
(Producer of System 80)

+Bowmar Pub. Co.
622 Rodier Dr.
Glendale, Calif. 91201
(Book & cassette combinations for poor readers)

Boyd and Fraser Publishing Co.
3627 Sacramento St.
San Francisco, Calif. 94118

+Caedmon Records
505 Eighth Avenue
New York, N.Y. 10018

*Cambridge Book Co.
488 Madison Ave.
New York, N.Y. 10022
(GED & educational worktexts)

Celestial Arts
231 Adrian Rd.
Millbrae, Calif. 94030

+*Centron Educational Films
1621 West North St.
Lawrence, Kansas 66044

*Children's Press
1224 W. Van Buren St.
Chicago, Ill. 60607
(Wide variety of easy reading material not limited to children; for example, *Open Door Series*, and series of sports and biographies)

*Chilton Book Co.
Sales Service Dept.
Chilton Way
Radnor, Penn. 19089
(Automotive repair and crafts)

Collier
866 Third Ave.
New York, N. Y. 10022

Consumer Information Center
Public Documents Distribution Center
Pueblo, Colo. 81009

Cornerstone Library
(Div. of Simon & Schuster)
630 Fifth Ave.
New York, N.Y. 10020

+Coronet Instructional Media
65 East South Water St.
Chicago, Ill. 60601

Credit Union National Association
Box 431
Madison, Wisconsin 53701

*Crestwood House
515 N. Front Street
P. O. Box 423
Mankato, Minn. 56001

Crown Publishers
419 Park Ave., S.
New York, N.Y. 10016

+Current Affairs
24 Danbury Rd.
Wilton, Conn. 06897

Delacorte Press
Distributed by Dial Press
750 Third Ave.
New York, N. Y. 10017

Dell Pub. Co.
1 Dag Hammerskjold Plaza
245 E. 47th St.
New York, N. Y. 10017

Dial Press
1 Dag Hammerskjold Plaza
245 E. 47th St.
New York, N. Y. 10017

*Directions Simplified, Inc.
P. O. Box 215
Briarcliff Manor, N.Y. 10510

+Dorsett Educational Systems
Box 1226
Norman, Okla. 73069
(Producer of Dorsett Instructional System)

Doubleday & Co.
501 Franklin Ave.
Garden City, N.Y. 11530

+EDL McGraw-Hill
Division of McGraw-Hill Book Co.
1221 Avenue of the Americas
New York, N.Y. 10020
(Producers of a variety of individualized instructional materials in the area of reading skills)

Ebenezer Press
4809 Kingfisher
Houston, Texas 77007

+Educational Dimensions Corp.
P. O. Box 126
Stamford, Conn. 06904

+Encyclopedia Britannica Educational Corp.
425 N. Michigan Ave.
Chicago, Ill. 60611

*ERIC Clearinghouse in Career Education
201 Gabel Hall
Northern Illinois University
Dekalb, Ill. 60115

Paul S. Ericksson, Inc.
Dist. by Independent Pubs. Group
c/o David White, Inc.
60 E. 55th St.
New York, N. Y. 10022

M. Evans & Company
216 E. 49th St.
New York, N.Y. 10017

Fawcett World Library
1515 Broadway
New York, N. Y. 10036

*Fearon Pubs.
6 Davis Dr.
Belmont, Calif. 94002
(Excellent format, high interest level, easy-reading books)

Florida State University
Research-Information Processing Ctr.
Dept. of Adult Education
920 W. College Ave.
Tallahassee, Fla. 32306
(*Research to Practice Series* for adult educators)

*Follett Publishing Co.
1010 W. Washington Blvd.
Chicago, Ill. 60607

*Four Winds Press
Div. of Scholastic
50 W. 44th St.
New York, N.Y. 10036

*Franklin Watts
Subs. of Grolier, Inc.
845 Third Ave.
New York, N.Y. 10022

*The Free Library of Philadelphia
Reader Development Program
236 North 23rd St.
Philadelphia, Pa. 61820

Funk & Wagnalls
Dist. by Thomas Y. Crowell
666 Fifth Ave.
New York, N.Y. 10019

GPO—*See U.S. Government Printing Office*

Garrard Publishing Co.
1607 N. Market St.
Champaign, Ill. 61820

*Garrett Park Press
Garrett Park, Md. 20766
(Career materials)

*+Great Plains National Instructional Television Library
P. O. Box 80669
Lincoln, Nebraska 68501
Attention: Mr. Tracy Clement

Grosset & Dunlap, Inc.
51 Madison Ave.
New York, N.Y. 10010

+Guidance Associates
757 Third Avenue
New York, N.Y. 10017

Harper & Row
10 E. 53rd St.
New York, N.Y. 10022

Hartford Publications
Marketing Center
Box 743
Apex, N.Y. 27502

Hill and Wang
19 Union Square
New York, N.Y. 10003

+Hoffman Occupational Learning Systems Division
Hoffman Electronics Corp.
4423 Arden Drive
El Monte, Calif. 91734
(Producers of the Hoffman Instructional System)

Houghton Mifflin Co.
2 Park St.
Boston, Mass. 02107

*International Reading Association
6 Tyre Avenue
Newark, Delaware 19711

+International Teaching Tapes
P. O. Drawer 865
Lakeland, Fla. 33803

Jalmar Press
Distributed by Price, Stern, Sloan Publishers
391 Munro Street
Sacramento, Calif. 95825

+KET
(Kentucky Educational TV)
Bill Wilson
600 Cooper Dr.
Lexington, Ky. 40502
(Info. on prices, tape previews of GED-TV series)

Klevens Publications, Inc.
6500 Kelvin Ave.
Canoga Park, Calif. 91306

Lane Publishing Company
Menlo Park, Calif. 94025
(Publisher of Sunset Books)

*Lerner Publications Co.
241 First Ave. N.
Minneapolis, Minn. 55401

J. B. Lippincott Co.
E. Washington Square
Philadelphia, Pa. 19105

*Literacy Volunteers of America
3001 James Street
Syracuse, N.Y. 13206

Little, Brown & Co.
34 Beacon St.
Boston, Mass. 02106

Lothrop, Lee & Shephard Co.
105 Madison Ave.
New York, N.Y. 10016

+Magnetix Corp.
770 W. Bay St.
Winter Garden, Fla. 32787

*McGraw-Hill Book Co.
1221 Ave. of the Americas
New York, N.Y. 10036

+*McGraw-Hill Films
1221 Avenue of the Americas
New York, N.Y. 10020

Charles E. Merrill Publ. Co.
1300 Alum Creek Dr.
Columbus, Ohio 43216

*National Association for Public Continuing and Adult Education (NAPCAE)
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

+*National Geographic Society
Educational Services, 9999
17th and M Streets, N.W.
Washington, D.C. 20036

National Indian Education Association
3036 University Ave., S.E., Suite 3
Minneapolis, Minn. 55414

*National Multimedia Center for Adult Education
Dept. of Adult Continuing Education
Montclair State College
Upper Montclair, N.J. 07043

Natural History Press
Dist. by Doubleday & Co.
501 Franklin Ave.
Garden City, N.Y. 11530

New American Library
1301 Avenue of the Americas
New York, N.Y. 10019

New Press
84 Sussex Avenue
Toronto, 179, Ontario, Canada

*New Readers Press
Div. of Laubach Literacy, Inc.
P. O. Box 131
Syracuse, N. Y. 13210
(Variety of instructional adult education materials at basic reading levels)

*Noble & Noble Publishers
1 Dag Hammerskjold Plaza
New York, N.Y. 10017

Nolo Press
Box 544
Occidental, Calif. 95465

Palo Verde Publishing Co.
Box 5783
Tucson, Arizona 85703

+*Parents' Magazine Films, Inc.
Dept. "F"
52 Vanderbilt Ave.
New York, N.Y. 10017

+Pathescope Educational Films
71 Weyman Ave.
New Rochelle, N. Y. 10801

Pendulum Press
Academic Bldg.
Saw Mill Rd.
West Haven, Ct. 06516

Penguin Books
72 Fifth Ave.
New York, N.Y. 10011

*Perma-Bound
Hertzberg-New Method
Vandalia Road
Jacksonville, Ill. 62650
(High interest paperback materials)

Pflaum/Standard
38 W. Fifth St.
Dayton, Ohio 45403

Pillsbury Publications
608 Second Ave. S.
Minneapolis, Minn. 55402

Pocket Books
Div. of Simon & Schuster
1 W. 39th St.
New York, N.Y. 10018

*Prentice Hall
Englewood Cliffs, N.J. 07632
(Publishes a training series for adult education teachers and administrators)

Price, Stern, Sloan Publishers
410 N. La Cienga Blvd.
Los Angeles, Calif. 90048

*Public Documents Distribution Ctr.
Consumer Product Info. Ctr.
Pueblo, Colo. 81009

Publishing Sciences Group, Inc.
411 Massachusetts Ave.
Acton, Mass. 01720

G. P. Putnam's Sons
200 Madison Ave.
New York, N.Y. 10016

Rand McNally & Co.
P. O. Box 7600
Chicago, Ill. 60680

Random House
201 E. 50th St.
New York, N.Y. 10022

*Reader's Digest Press
Pleasantville, N.Y. 10570

*Regents Pub. Co.
2 Park Ave.
New York, N.Y. 10016
(ESL and GED instructional materials)

Region II Education Service Center
109 N. Chaparral
Corpus Christi, Texas 78401

Henry Regnery Co.
114 W. Illinois St.
Chicago, Ill. 60610

*Relevant Productions, Inc.
11182 137th St., North
Largo, Fla. 33540

*SRA
(Science Research Associates)
259 East Eric St.
Chicago, Ill. 60611
(Instructional kits)

*+SVE
(Society for Visual Education)
Singer Education Division
1345 Diversey Park
Chicago, Ill. 60614

Scarecrow Press
52 Liberty St.
Box 656
Metuchen, N.J. 08840

*Scholastic Book Services
50 W. 44th St.
New York, N.Y. 10036
(Wide variety of easy reading paperbacks)

Science Research Associates—*See SRA*

Seabury Press, Inc.
815 Second Ave.
New York, N.Y. 10017

Signet
Div. of New American Library
1301 Ave. of the Americas
New York, N. Y. 10019

Silver Burdett Co.
Div. of General Learning Co.
250 James St.
Morristown, N.J. 07960

Simon & Schuster, Inc.
630 Fifth Ave.
New York, N.Y. 10020

Singer Sewing Machine Co.
Education Dept.
Syosset, N.Y. 11791

Society for Visual Education—*See SVE*

Southern Living
P. O. Box 523
Birmingham, Ala. 35201

Special Service Supply
Box 795
Huntington, N.Y. 11743

•Steck-Vaughn Co.
P. O. Box 2028
Austin, Tx. 78767
(Instructional materials for adult education)

Stein & Day
7 E. 48th St.
New York, N.Y. 10017

Sterling Pub. Co.
419 Park Ave., S.
New York, N.Y. 10016

Superintendent of Documents—*See U.S. Government Printing Office*

J. P. Tarcher, Inc.
9110 Sunset Blvd.
Los Angeles, Calif. 90069

•Teachers of English to Speakers of Other Languages (TESOL)
School of Languages and Linguistics
Georgetown University
Washington, D.C. 20007

+Teaching Resources Films
83 Adams St.
Bedford Hills, N.Y. 10507

•Texas A&M University
Agricultural Extension Service
Extension Publications
Room 204, Reed McDonald Bldg.
College Station, Tx. 77843
Attn.: Mrs. Dorothy A. Holland

•Texas Dept. of Health Resources
Literature Unit
410 East 5th St.
Austin, Tx. 78701

•Texas Dept. of Public Welfare
John H. Reagan Building
Austin, Tx. 78701

•Time-Life Books
Time & Life Bldg.
Rockefeller Center
New York, N.Y. 10020

•+Troll Associates
320 Rt. 17
Mahwah, N.J. 07430
(AV producer of cassettes and sound filmstrips for reluctant readers. Reading incentive program)

U. S. Civil Service Commission
1900 E St. N.W.
Washington, D.C. 20415

U. S. Dept. of Agriculture
Washington, D.C. 20250

U. S. Dept. of Agriculture
Consumer and Food Economics Research Institute
Federal Center Building No. 1
Hyattsville, Md. 20781

U. S. Dept. of Agriculture
Division of Home Economics
Fed. Extension Service
Washington, D.C. 20250

U. S. Dept. of Agriculture
Food and Nutrition Service
Washington, D.C. 20250

U. S. Dept. of Health, Education and Welfare
Administration on Aging
Washington, D.C. 20201

U. S. Dept. of Health, Education and Welfare
Children's Bureau
P. O. Box 1182
Washington, D.C. 20013

U. S. Dept. of Health, Education and Welfare
Medical Services Administration
Washington, D.C. 20201

U. S. Dept. of Health, Education and Welfare
Office of Child Development
Donohue Building
400 Sixth St., S.W.
Washington, D.C. 20201

U. S. Dept. of Health, Education and Welfare
Public Health Publications
Washington, D.C. 20201

U. S. Dept. of Health, Education and Welfare
Social and Rehabilitation Service
Washington, D. C. 20201

U. S. Dept. of Health, Education and Welfare
Social Security Administration
330 Independence Ave., S.W.
Washington, D.C. 20201
(Contact your nearest district office)

U. S. Dept. of Health, Education and Welfare
Welfare Administration
Bureau of Family Services
330 Independence Ave.
Washington, D.C. 20201

U. S. Dept. of Labor
14th St. and Constitution Ave., N.W.
Washington, D. C. 20210

U. S. Dept. of Labor
Bureau of Labor Statistics
Washington, D. C. 20210

U. S. Dept. of Labor
Manpower Administration
Washington, D. C.20201

U. S. Dept. of Labor
Women's Bureau
14th St. and Constitution Ave., N.W.
Washington, D. C. 20201

*U. S. Government Printing Office
Superintendent of Documents
Washington, D. C. 20402

U. S. Veteran's Administration
Washington, D. C. 20420

University of Massachusetts
Continuing Education/Conference Services
311 Hills House North
Amherst, Mass. 01002

University of Texas
Division of Extension
Industrial and Business Training Bureau
Extension Building 103
Austin, Tx. 78712

Van Nostrand Reinhold Co.
450 W. 33rd St.
New York, N.Y. 10001

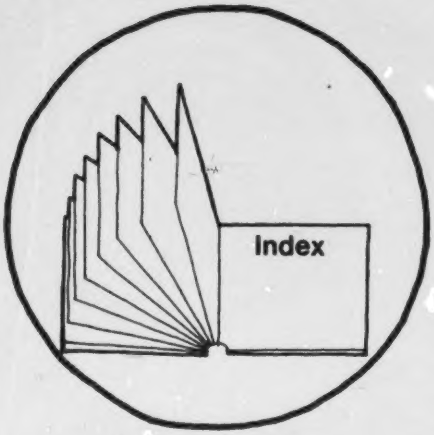
+Victor Hotho & Co.
P. O. Box 9738
Ft. Worth, Tx. 76107

Viking Press
625 Madison Ave.
New York, N.Y. 10022

Ward Ritchie Press
474 S. Arroyo Parkway
Pasadena, Calif. 91105

Warner Paperback Library
75 Rockefeller Plaza
New York, N.Y. 10020

+Warren Schloat Productions
Prentice-Hall Media
150 White Plains Rd.
Tarrytown, N.Y. 10591



The ABC's of APL. University of Texas, 69
AEC Newsletter, 67
Action Profiles, 32
Adult Basic Education: A Guide for Teachers and Teacher Trainers. NAPCAE, 56
Adult Basic Education: A Resource Book of Readings. Brooke, 54
Adult Education, 66
Adult Education Association, 66
Adult Leadership, 6,66,67
Adult Learning (It Can Happen in the Library, Too), v
Adult Learning Center News, 67
Adult Literacy and Learning Committee, Public Library Asssociation, 66
Adult Readers. Readers' Digest, 48
Adventures in Buckskin. Bennett, 33
The Alchemists. Aylesworth, 32
Algebra, Book One. Shea, 48
All Aboard. Etting, 35
All Creatures Great and Small. Herriot, 36
All in the Family, 3[illegible]
Ambrose, A. *My Name Is Black*, 32
American Adventures Program, 45
American Bible Society. *Good News for Modern Man*, 10
American Classics. Dixson, 32
American Heritage Dictionary, 45
American Medical Association. *Let's Talk About Food*, 10
Americans All, 32
Analyzing Performance Problems. Mager, 55
Anne Frank: Diary of a Young Girl. Falcon Books, 35
An Annotated Bibliography of Adult Basic Education and Related Library Materials. University of Texas, vii
Anything Can Happen. Reading Shelf Series, 38
Appalachian Adult Education Center. *Coping Skills Materials*, 69
  Interrellating Library and Basic Education Services for Disadvantaged Adults, 58
  Library Service Guides, 58
April Morning. Falcon Books, 35
Arco-Rosen Career Guidance Series, 22
Arco Test Books, 22
Are They Ever Too Old to Learn? Prentice Hall Adult Education Series, 57
Art Arfons. Reading Shelf Series, 38
Ashley, M. *Facilitating Learning Through the Use of Supportive Services in Adult Basic Education*, 54
Asimov, I. *The Human Body*, 45
  Please Explain, 45
  A Short History of Biology, 45
Astrolology and Other Occult Games. Ronan, 38
Audel Mini Guides, 10
Audio-Modular Instructional Materials for Adult Education Staff Development. University of Massachusetts, 57
Audio-visuals for a Pre-Employment Curriculum. University of Texas, 26
The Autobiography of Miss Jane Pittman. Gaines, 35
Automechanics. Little, 16
Ax. Reading Shelf Series, 38

Aylesworth, T. *Science and Superstition Series*, 32

B. C. Hart, 36
Bach, M. *Word-A-Day*, 45
Bach, R. *Jonathan Livingston Seagull*, 32
The Back to Work Handbook for Housewives. Prentice, 25
Baer. K. *Government by the People*, 45
  The People's Power, 45
Baldwin, J. *Go Tell It On the Mountain*. Falcon Books, 35
  Going to Meet the Man, 33
Barbara Streisand. The Entertainers, 35
Barnaby, R. *How to Make and Fly Paper Airplanes*, 10
Barrett, W. *The Lilies of the Field*, 33
Barrio Boy. Galarza, 60
Baseball Laughs. Masin, 37
Basic Essentials of Mathematics. Shea, 49
Basic Helps for Teaching English as a Second Language. Frey, 55
Be a Better Reader. Smith, 49
The Beatles. The Entertainers, 35
Beautiful Junk. U. S. Dept. of HEW, 20
Beauty Secrets for the Black Woman. Voege, 21
Being an Informed Citizen. Udvari, 18
Belton, Jerold F. University of Texas, 58
Benchley, N. *The Off-Islanders* Reading Shelf Series, 38
Bennett, W. *Target Books*, 33
Bent, B. *How to Cut Your Own or Anybody Else's Hair*, 10
Berg, E. *Classroom Teacher's Guide to Audio/Visual Material*, 55
Berger, E. *Best Short Shorts*, 33
Bernhard, Y. *How to Be Somebody*, 10
Bernstein, P. *Spare Time Book for Children and Other People*, 18
Berry, J. *Start Off Making Christmas Decorations*, 12
The Best of Simple. Hughes, 37
Best Short Stories. Berger, 33
Better Homes and Gardens, 31
Between Generations: Parent/Teenage Relationships, 10
Bibliography of Adult Basic Reading Materials. Literacy Volunteers of America, 69
Bicycle Maintenance an[illegible]pair. Audel Mini Guides, 10
Big League Pitchers and Catchers. Bennett, 33
Billy Jack. Christina, 34
A Birthday Present for Katheryn Kenyatta. City Limits I & II, 34
Black Book. Harris, 36
Black Crusaders for Freedom. Bennett, 33
Black Poems, Black Images, 33
Blacks in Time. Weeks, 40
Blakely, C. *Occupations 1*, 25
Blish, J. *Star Trek*, 33
Blues for a Black Sister. Johnson, 37
Boggs, R. *English Step by Step with Pictures*, 45
Bohlman, H. *The Law for You*, 11
Booklist, 6,67
Boulle, P. *Planet of the Apes*, 33
Bowman, K. *Elvis Presley*. The Entertainers, 35
  Johnny Cash. The Entertainers, 35
The Boys and Girls Book about Divorce. Gardner, 14
Brackett, L. *Follow the Free Wind*. Reading Shelf Series, 38
Brandon, B. *Luther from Inner City*, 33
  Luther Tells It As It Is, 33
Brann, D. *Easy Build Series*, 11
Braun, T. *Flip Wilson*. The Entertainers, 35
Brenner, E. *A New Baby!; A New Life*, 16
Brodsky, M. *Cutting Out*. City Limits I & II, 34
Brooke, W. *Adult Basic Education: A Resource Book of Readings*, 54
Brown, E. *Library Service to the Disadvantaged*, 59
Brown, J. *Buy It Right*, 11
Brown, J. *Paper Moon*, 33
Buckler, H. *Negro Doctor*. Reading Shelf Series, 38
Burchard, M. *Sports Hero Series*, 34
Burdick, E. *Fail-Safe*. Falcon Books, 35
Burrichter, A. *Special Techniques That Work in Teaching the Culturally Deprived*, 57
Butterworth, W. *Wheels and Pistons*, 34
Buy It Right. Brown, 11

Call of the Wild. Falcon Books, 35
Call of the Wild. Reading Shelf Series, 38
Callahan, P. *Insect Behavior*, 34
Cambridge GED Program, 45
Cambridge Pre-GED Program, 46
Campbell, D. *If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else*, 11
Can-Do Tune-Up Series, 11
Career Education: A Man's Work, 22
Career Education Bibliography. National Multimedia Center for Adult Education, 70
Career Education Instructional Resources Catalog. Region II Education Service Center, 69
Career Education Wall Charts, 22
Careers, 22
Careers After High School. Haight, 24
Carlson, P. *Improving Your Child's Behavior*, 15
Carnegie, D. *How to Win Friends and Influence People*. Reading Shelf Series, 38
Cass, A. *Write It Down*, 46

Cavanaugh, A. *In My Own Backyard.* Reading Shelf Series, 38
Cebulash, M. *dic-tion-ar-y SKILZ,* 46
Chavez, A. *Yearnings,* 34
Chayefsky, P. *Marty and The Printer's Measure.* Reading Shelf Series, 38
The Chicanos: Mexican-American Voices. Ludwig, 61
Chico. City Limits I & II, 34
Child Care and Development Series, 11
Childers, T. *The Information-Poor in America,* 59
Children's Clothes. Rodway, 17
Chilton's Basic Crafts Series, 12
Chilton's Repair and Tune-Up Guide Series, 12
A Choice of Weapons. Falcon Books, 35
Christina, F. *Billy Jack,* 34
City Limits I & II, 34
Classroom Teachers Guide to Audio/Visual Materials. Freedman, 55
Complete Book of Fuel and Gas Dragsters. Engel, 34
Complete Guide to Adult Education Counseling. Prentice-Hall Adult Education Series, 57
The Complete Motorcycle Book. Engel, 13
Concrete Work Simplified. Brann, 11
Consumer Education Bibliography. Green, 14
Consumer Education Bibliography. National Multimedia Center for Adult Education, 70
Consumer Guide for Older People. U. S. Dept. of HEW, 20
Consumer Information: An Index, 12
Controlled Reading Skill Development Series. EDL, 44
Controlling Household Pests. U. S. Dept. of Agriculture, 18
Cooper, J. *The Pathfinder.* American Classics, 32
Coping Skills Materials: A List of Sources, 69
Coping with Inflation, 12
Cornell, J. *Fakes, Frauds, and Phonies,* 34
  Strange, Sudden, and Unexpected, 34
Correctness and Effectiveness of Expression. Cambridge GED Program, 45
Cosmetology. Hartford Right-To Read Program, 36
Cotton Comes to Harlem, 31
Counseling and Interviewing Adult Students. NAPCAE, 56
Crane, S. *The Red Badge of Courage.* American Classics, 32
Crocheting for Beginners. Rubenstone, 17
Cry, Baby! City Limits I & II, 34
Current Index to Journals in Education. ERIC Clearinghouse in Career Education, 67
Cutting Out. City Limits I & II, 34

Dark Sea Running. Reading Shelf Series, 38
Darling, E. *Is That a Fact?* Falcon Books, 35
David, J. *Growing Up Black,* 60
Davies, P. *American Heritage Dictionary,* 45
Davis, C. *On Being Black,* 60
Davison, C. *Physiological Factors in Adult Learning and Instruction,* 54
  Psychological Factors in Adult Learning and Instruction, 54
Decision-making in the Planning and Implementation of Instruction in Adult Basic Education. Florida State University, 55
Developing Attitude Toward Learning. Mager, 55
Developing Successful Community Assistance Programs. Prentice-Hall Adult Education Series, 57
Dickinson, G. *Teaching Adults,* 54
dic-tion-ar-y SKILZ. Cebulash, 46
Dinnan, J. *Teaching Reading to the Disadvantaged Adult,* 57
A Direction for Tomorrow, 23
The Disadvantaged and Library Effectiveness. Lipsman, 59
Dixson, R. *American Classics,* 32
  English Step by Step with Pictures, 45
  Essential Idioms in English, 46
  Handbook of American Idioms and Idiomatic Usage, 50
  Practical Guide to the Teaching of English, 54
Do-It-Yourself TV Maintenance. Audel Mini Guides, 10
Dorsett Educational Systems, 44
Dracula. Falcon Books, 35
Dracula. Hi-Lo Illustrated Classics, 36
Drag Racing. Fearon Racing Series, 35
Drag-Racing. Radlauer, 38
Driven to Win. Action Profiles, 32
Driving: How to Get a License. Olney, 16
Drugs of Abuse. U. S. Dept. of Justice, 20
Drury, T. *Savvy Shopper,* 12
Durham, J. *The Long Haul and Other Stories.* City Limits I & II, 34
  Take the Short Way Home and Other Stories. City Limits I & II, 34

EDL. Educational Development Laboratories, 44
Early Sports Books. Thrope, 39
Easy Adult Reading Materials: A Bibliography of Bibliographies, 69
Easy Build Series. Brann, 11
Ebony, 31
Eckstein, J. *Fun with Growing Things,* 13
Educational Development Laboratories, 44
Edwards, S. *Start Off in Leathercraft,* 12
Eggleston, E. *The Hoosier Schoolmaster.* American Classics, 32

Elvis Presley. The Entertainers, 35
Encyclopedia of Careers and Vocational Guidance, 23
Engel, L. *Complete Book of Fuel and Gas Dragsters*, 34
  The Complete Motorcycle Book, 13
English as a Second Language. Finocchario, 54
English as a Second Language Bibliography. National Multi-media Center for Adult Education, 70
English Step by Step with Pictures. Boggs, 45
The Entertainers, 34
ERIC Clearinghouse in Career Education, 6,67
Essential Idioms in English. Dixson, 46
Establishing Library Learning Centers for Adult Basic Education, v
Etting, M. *All Aboard!*, 35
Every Parent's Guide to Day Care Centers. Goad, 14
Everybody's Money, 13
Everyday Problems of Young Children, 13
Exploring Careers, 23
Exploring Punctuation, 46
Exploring the World of Maps, 46

Facilitating Learning Through the Use of Supportive Services in Adult Basic Education. Florida State University, 54
Fail-Safe. Falcon Books, 35
Fakes, Frauds, and Phonies. Cornell, 34
Falcon Books, 35
Famous Spies. Surge, 39
Fashioning Furniture. Trigg, 17
Fast, H. *April Morning*. Falcon Books, 35
Fay, L. *Getting People to Read*, 57
Fearon Racing Series, 35
Federal Benefits for Veterans and Dependents. U. S. Veterans Administration, 21
Federal Office Assistant Examination. U. S. Civil Service Commission, 25
Federal Textbook on Citizenship. U. S. Dept. of Justice, 49
Feldman, S. *Life Styles: Diversity in American Society*, 60
Fenten, D. *Plants for Pots*, 13
Ferris, L. *I'm Done Crying*, 35
Finocchiaro, M. *English as a Second Language: From Theory to Practice*, 54
The First 18 Months: From Infant to Toddler, 13
Fist Against. City Limits I & II, 34
Flip Wilson. The Entertainers, 35
The Flippin' Best of Andy Capp. Smythe, 39
Flood at Dry Creek. Gorelick, 36
Flores, J. *Songs and Dreams*, 35
Florida State University. *Research to Practice Series*, 54
Follow the Free Wind. Reading Shelf Series, 38
Food and Your Weight. U. S. Dept. of Agriculture, 19
Food Stamps, 13
Football Replay. Bennett, 33
Forinash, M. *Reader Development Bibliography*, 70
Frager, D. *Start Off in Making Cloth Handbags*, 12
Frank Sinatra. The Entertainers, 34
Freed, A. *TA for Kids*, 13
Freedman, F. *Classroom Teacher's Guide to Audio/Visual Material*, 55
Frey, B. *Basic Helps for Teaching English as a Second Language*, 55
Fun with Growing Things. Eckstein, 13
Fundamental Forms Skill Text for Everyday Living, 46
Funk, P. *It Pays to Increase Your Word Power*, 46
The Funny Bone. Reading Shelf Series, 38

Gaines, E. *The Autobiography of Miss Jane Pittman*, 35
Galarza, E. *Barrio Boy*, 60
Gamer, S. *The Funny Bone*. Reading Shelf Series, 38
Gardner, R. *The Boys and Girls Book about Divorce*, 14
Gebhart, L. *It's Still a Mystery*, 35
Geline, R. *Sometime Superstar: Rick Barry*. Action Profiles, 32
General Mathematical Ability. Cambridge GED Program, 45
Getting People to Read. Smith, 57
Gewanter, V. *Home Preserving Made Easy*, 14
Gibson, A. *I Always Wanted To Be Somebody*. Falcon Books, 35
Gifts Galore. Rodway, 17
Gilmore, B. *Start Off in Needlepoint*, 12
Gleit, J. *Fun with Growing Things*, 13
Go Hire Yourself an Employer. Irish, 24
Go Tell It On the Mountain. Falcon Books, 35
Go Up For Glory. Falcon Books, 35
Goad, M. *Every Parent's Guide to Day Care Centers*, 14
Going to Meet the Man. Baldwin, 33
Gomez, D. *Somos Chicanos*, 60
Gonzales, R. *I Am Joaquin*, 36
Good News for Modern Man. American Bible Society, 10
Good Reading for the Disadvantaged Reader. Spache, 57,70
Goode's World Atlas, 47
Goodman, B. *Fist Against*. City Limits I & II, 34
Gordon, S. *The Signs Series*, 47
Gorelick, M. *Flood at Dry Creek*, 36
Government by the People. Baer, 45
Graeber, J. *Flood at Dry Creek*, 36
Graph and Picture Study Skills Kit, 47
The Great Radio Comedians, 36

Greatsinger, C. *Machine-Age Riddles*, 47
Green, H. *Consumer Education Bibliography*, 14
Gregg, E. *What To Do When There's Nothing To Do*, 21
Gregory, D. *Nigger*. Reading Shelf Series, 38
Grizzard, M. *Language Exercises*, 47
Growing Up Black. David, 60
A Guide to Budgeting for the Family. U. S. Dept. of Agriculture, 19
Guide to Curricula for Disadvantaged Adult Programs. Prentice-Hall Adult Education Series, 57
Guide to Teaching Techniques for Adult Classes. Prentice-Hall Adult Education Series, 56
Guinness Book of Sports Records, 31
Guinness Book of World Records. McWhirter, 16,31

Haight, T. *Careers After High School*, 24
Halliburton, W. *Cry, Baby!* City Limits I & II, 34
  The Heist. City Limits I & II, 34
  Some Things that Glitter. City Limits I & II, 34
Hamer, M. *The Sniper*. City Limits I & II, 34
Handbook for the Volunteer Tutor. Rauch, 57
Handbook of American Idioms and Idiomatic Usage. Whitford, 50
Handbook of Everyday Law. Ross, 17
Handbook of Job Facts. Lang, 24
Harris, M. *Black Book*, 36
Harris, S. *Winners and Losers*, 14
Hart, J. *B.C.*, 36
Harte, B. *The Outcasts of Poker Flat*. American Classics, 32
Hartford Right-To-Read Program, 36
Haunted Houses. Hurwood, 37
Hawthorne, N. *The House of the Seven Gables*. American Classics, 32
Health Careers Guidebook. U. S. Dept. of Labor, 26
The Heist. City Limits I & II, 34
Henry Aaron: The Quiet Man. Action Profiles, 32
Herber, H. *Success with Words*, 47
Heroes of the Home Run. Bennett, 33
Herriot, J. *All Creatures Great and Small*, 36
Hi-Lo Illustrated Classics, 36
Hoffman System, 44
Holt, V., 31
Home Decoration Series, 14
Home Preserving Made Easy. Gewanter, 14
Home Pro Guide Series, 15
Honigsberg, P. *How To Legally Beat the Bill Collector*, 21
The Hoosier Schoolmaster. American Classics, 32
A Horse's Head. Falcon Books, 35
Horwitz, E. *The Soothsayer's Handbook*, 36
House Beautiful. Hunt, 17
The House of the Seven Gables. American Classics, 32
How Adults Learn. Kidd, 55
How To Add an Extra Bedroom. Brann, 11
How To Administer Programs for Disadvantaged Adults. Prentice-Hall Adult Education Series, 57
How To Apply Paneling. Brann, 11
How To Be Somebody. Bernhard, 10
How To Build an Addition. Brann, 11
How To Build Storage Units. Brann, 11
How To Buy Food. U. S. Dept. of Agriculture, 49
How To Cut Your Own or Anybody Else's Hair. Bent, 10
How To Decorate Your Home Without Going Broke. Phillips, 16
How To Fit Patterns. Singer Sewing Machine Company, 17
How To Fix It. Singerie, 18
How To Lay Ceramic Tile. Brann, 11
How To Legally Beat the Bill Collector. Warner, 21
How To Make and Fly Paper Airplanes. Barnaby, 10
How To Make Successful Use of the Learning Laboratory. Prentice-Hall Adult Education Series, 56
How To Modernize a Basement. Brann, 11
How To Modernize a Kitchen. Brann, 11
How To Repair, Refinish and Reupholster Furniture, Caning Simplified. Brann, 11
How To Sew Knits. Singer Sewing Machine Company, 17
How To Sew Slipcovers. Singer Sewing Machine Company, 17
How To Train Teachers To Train Adults. Prentice-Hall Adult Education Series, 57
How To Transform a Garage into a Living Unit. Brann, 11
How To Win Friends and Influence People. Reading Shelf Series, 38
Howells, W. *The Rise of Silas Lapham*. American Classics, 32
Huckleberry Finn. American Classics, 32
Hughes, L. *The Best of Simple*, 37
The Human Body: Its Structure and Operation. Asimov, 45
Hunt, I. *House Beautiful*, 17
Hunter, E. *A Horse's Head*. Falcon Books, 35
Hunter, M. *Improving Your Child's Behavior*, 15
Hurwood, B. *Haunted Houses*, 37

I Always Wanted To Be Somebody. Falcon Books, 35
I Am Joaquin. Gonzales, 36
Ice Racing. Fearon Racing Series, 35
If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else. Campbell, 11

I'm Done Crying. Ferris, 35
Improving Your Child's Behavior. Hunter, 15
"In Demand" Bibliographies, 12
In My Own Backyard. Reading Shelf Series, 38
In Times Like These. Loring, 37
Indian Patriots of the Great West. Bennett, 33
Infant Care. U. S. Dept. of HEW, 20
Inflation Fighter Booklist, 15
Informacion Para El Consumidor, 12
The Information-Poor in America. Childers, 59
Insect Behavior. Callahan, 34
In-Service Education in Adult Basic Education. Florida State University, 55
Inside Hitting. Jackson, 15
Instructional Resources for Adult Basic Education Teachers. Region II Education Service Center, 69
International Reading Association,
    Journal of Reading., 66
    Reading Teacher, 66,68
Interpretation of Literary Materials. Cambridge GED Program, 45
Interpretation of Reading Materials in the Natural Sciences. Cambridge GED Program, 45
Interpretation of Reading Materials in the Social Sciences. Cambridge GED Program, 45
Interrelating Library and Basic Education Services for Disadvantaged Adults. Appalachian Adult Education Center, 58
Introduction to Arithmetic. Cambridge Pre-GED Program, 46
Introduction to English. Cambridge Pre-GED Program, 46
Introduction to Reading. Cambridge Pre-GED Program, 46
Irish, R. *Go Hire Yourself an Employer*, 24
Is Something Up There? White, 40
Is That a Fact? Falcon Books, 35
It Pays to Increase Your Word Power. Funk, 46
It's Still a Mystery. Gebhart, 35

J. T. Wagner, 39
Jackson, R. *Inside Hitting*, 15
Jackson Five. The Entertainers, 35
James, H. *Portrait of a Lady*. American Classics, 32
Jazz: The Music of Black Americans, 37
Jerrome, E. *Pacemaker True Adventure Series*, 37
Job Application Skill Text, 24
Job Hunting: Where to Begin, 24
A Job with a Future in Law Enforcement and Related Fields. Schrieber, 25
Jobfinding Techniques for Mature Women. U.S. Dept. of Labor, 26
Jobs for Which a High School Diploma Is Generally Required. U.S. Dept. of Labor, 26
Jobs for Which a High School Education Is Preferred, But Not Essential. U.S. Dept. of Labor, 26
Jobs for Which Apprenticeships Are Available. U.S. Dept. of Labor, 26
John Denver. The Entertainers, 35
Johnny Cash. The Entertainers, 35
Johnson, B. *Blues for a Black Sister*, 37
Johnson, G. *What You Should Know About Health Care BEFORE You Call A Doctor!*, 15
Jonathan Livingston Seagull. Bach, 32
Joseph, S. *The Shark Bites Back*. City Limits I & II, 34
Journal of Reading, 66

Kaple, D. *Special Counseling for the Disadvantaged Adult*. Prentice-Hall Adult Education Series, 56
Karen. Falcon Books, 35
Katz, F. *Art Arfons*. Reading Shelf Series, 38
Keenan, D. *Barbara Streisand*. The Entertainers, 35
    The Beatles. The Entertainers, 35
Kemp, J. *Supermarket Survival Manual*, 15
The Key-Lock Man. L'Amour, 37
Kidd, J. *How Adults Learn*, 55
The Kids' Own XYZ of Love and Sex. Widerberg, 21
Killilea, M. *Karen*. Falcon Books, 35
Klevins, C. *Materials and Methods in Adult Education*, 55
Knitting for Beginners. Rubenstone, 17
Koschnick, J. *The World of Work*, 24
Kupper, M. *Driven to Win: A Profile of A. J. Foyt*. Action Profiles, 32

Lake, H. *Frank Sinatra*. The Entertainers, 35
L'Amour, L. *The Key-Lock Man*, 37
Lang, C. *Handbook of Job Facts*, 24
Language Exercises. Grizzard, 47
Language Master Systems, 43
Language Mastery Speller, 47
Law, S. *The Rights of the Poor*, 16
The Law for You. Bohlman, 11
Learning Our Language. Varnado, 49
Leisuretime Series, 17
Let's Talk About Food. American Medical Association, 10
Library Journal, 6,53
Library Materials in Service to the Adult New Reader. Lyman, 59
Library Service Guides. Appalachian Adult Education Center, 58
Library Service Guides. National Indian Education Association, 59
Library Service to the Disadvantaged. Brown, 59

Library Trends, 53
Liebers, A. *You Can Be a Carpenter*, 24
  You Can Be a Mechanic, 24
  You Can Be a Plumber, 24
  You Can Be an Electrician, 24
Life Styles. Feldman, 60
The Lilies of the Field. Barrett, 33
Lipsman, C. *The Disadvantaged and Library Effectiveness*, 59
The Listening Walls. Falcon Books, 35
Liston, R. *On the Job Training and Where to Get It*, 24
Literacy Education for Adolescents and Adults. Smith, 57
Literacy Volunteers of America, 66
  Bibliography of Adult Basic Reading Materials, 69
Little, E. *Automechanics*, 16
Living English, 47
London, J. *Call of the Wild*. Falcon Books, 35
London, J. *Call of the Wild*. Reading Shelf Series, 38
The Long Haul and Other Stories. City Limits I & II, 34
Look to the River. Reading Shelf Series, 38
Loring, E. *In Times Like These*, 37
Low Income Teaching Kit on Child Development. U.S. Dept. of Agriculture, 19
Low Income Teaching Kit on Clothing. U.S. Dept. of Agriculture, 19
Low Income Teaching Kit on Food for Thrifty Families. U.S. Dept. of Agriculture, 19
Ludwig, E. *The Chicanos*, 61
Luther from Inner City. Brandon, 33
Luther Tells It As It Is. Brandon, 33
Lyman, H. *Library Materials in Service to the Adult New Reader*, 59

Maas, P. *Serpico*, 37
Machine-Age Riddles. Greatsinger, 47
Mager, R. *Analyzing Performance Problems*, 55
  Developing Attitude Toward Learning, 55
  Measuring Instructional Intent, 55
  Preparing Instructional Objectives, 55
Making It in Your Own Business, 24
Marty and The Printer's Measure. Reading Shelf Series, 38
*M*A*S*H*, 31
Masin, H. *Baseball Laughs*, 37
Materials and Methods in Adult Education. Klevins, 55
May, J. *Sports Close-Ups*, 37
McBain, E. *Ax*. Reading Shelf Series, 38
McDaniels, C. *Career Education Wall Charts*, 22
McGreane, M. *John Denver*, The Entertainers, 35
McWhirter, N. *Guinness Book of World Records*, 16
Measuring Instructional Intent. Mager, 55
Medicare and Medicaid. U.S. Dept. of HEW, 20
Meet the Coaches. Thrope, 39
Meet the Defensive Linemen. Thrope, 39
Meet the Linebackers. Thrope, 39
Meet the Quarterbacks. Thrope, 39
Meet the Receivers. Thrope, 39
Meet the Running Backs. Thrope, 39
Mellgren, L. *New Horizons in English*, 48
Melville, H. *Moby Dick*. American Classics, 32
Men of the Wild Frontier. Bennett, 33
Millar, M. *The Listening Walls*. Falcon Books, 35
Milverstedt, F. *Henry Aaron*. Action Profiles, 32
Mini-Mysteries. Piggin, 38
Moby Dick. American Classics, 32
Money-Saving Main Dishes. U. S. Dept. of Agriculture, 19
Montagu, A. *Is That a Fact?* Falcon Books, 35
More Stories From the Twilight Zone. Serling, 39
Morrill. *Dark Sea Running*. Reading Shelf Series, 38
Most Miles Per Gallon. O'Kane, 16
Motorcycle Racing. Fearon Racing Series, 35
Murders in the Rue Morgue and *The Gold Bug*. American Classics, 32
Murphy, S. *Other Voices*, 61
My Name Is Black. Ambrose, 32

NBS Metric Kit. U. S. Dept. of Commerce, 49
National Association for Public Continuing and Adult Education, 66
  Adult Basic Education: A Guide, 56
  Counseling and Interviewing Adult Students, 56
  The Second Treasury of Techniques for Teaching Adults, 56
  Techniques for Teachers of Adults, 66,68
  A Treasury of Techniques for Teaching Adults, 56
  When You're Teaching Adults, 56
  You Can Be a Successful Teacher of Adults, 56
The National Geographic, 40
National Indian Education Association. *Library Service Guides*, 59
National Multimedia Center for Adult Education.
  Abstracting Service, 6,67
  Career Education Bibliography, 70
  Consumer Education Bibliography, 70
  English As a Second Language Bibliography, 70
Neff, M. *Using Real-Life Materials for the Culturally Disadvantaged*, 57
Negro Doctor. Reading Shelf Series, 38
A New Baby!; A New Life. Shimin, 16
New Horizons in English. Mellgren, 48

The New Look in Traffic Signs and Markings. U. S. Dept. of Transportation, 49
News for You, 38,48
Nigger. Reading Shelf Series, 38
Non-Traditional Careers for Women, 24
Norsworthy, G. *Facilitating Learning Through the Use of Supportive Services in Adult Basic Education*, 54

Occupational Outlook Handbook. U. S. Dept. of Labor, 26
Occupations 1 & 2, 25
The Off-Islanders. Reading Shelf Series, 38
O'Kane, D. *Most Miles Per Gallon*, 16
Olney, R. *Driving: How to Get a License*, 16
    Simple Gasoline Engine Repair, 16
On Being Black. Davis, 60
On the Job Training and Where to Get It. Liston, 24
100 Perma-bound High Interest Low Vocabulary Titles, 38
Open Door Series, 25
Other Voices. Murphy, 61
The Outcasts of Poker Flat. American Classics, 32
Owens, W. *Look to the River*. Reading Shelf Series, 38

Pacemaker True Adventure Series. Jerrome, 37
Palmer, J. *Read For Your Life*, 60,70
Papashvily, H. *Anything Can Happen*. Reading Shelf Series, 38
Paper Moon. Brown, 33
Parker, D. Home Preserving Made Easy, 14
Parks, G. *A Choice of Weapons*. Falcon Books, 35
Paterno, A. *Using Real-Life Materials for the Culturally Disadvantaged*, 57
The Pathfinder. American Classics, 32
Patton. Peck, 38
Peck, I. *Patton*, 38
People Weekly, 31
The People's Power. Baer, 45
Personal Reading Modules, 48
Peters, J. *How to Make Successful Use of the Learning Laboratory*, 56
Philadelphia Free Library. *Filmstrips; An Annotated Bibliography*, 70
    Pivot, 6,68
    Reader Development Bibliography, 70
Phillips, B. *How To Decorate Your Home Without Going Broke*, 16
Physiological Factors in Adult Learning and Instruction. Florida State University, 54
Piggin, J. *Mini-Mysteries*, 38
Pillsbury Bake Offs: Cookie Book, 17
Pivot, 6,68
Planet of the Apes. Boulle, 33
Plant Fun. Soucie, 18
Plants for Pots. Fenton, 13
Please Explain. Asimov, 45
Poe, E. *Murders in the Rue Morgue and The Gold Bug*. American Classics, 32
Popp, D. *Ice Racing*. Fearon Racing Series, 35
The Portrait of a Lady. American Classics, 32
Practical Guide to the Teaching of English. Dixson, 54
Practical Skills for the Homemaker, 17
Prentice, B. *The Back to Work Handbook for Housewives*, 25
Prentice-Hall Adult Education Series, 56
Preparing Instructional Objectives. Mager, 55
Preventing Dropouts in Adult Basic Education. Florida State University, 54
Previews, 6
Price Lists. GPO, 9
Program Evaluation in Adult Education. Florida State University, 55
Psychological Factors in Adult Learning and Instruction. Florida State University, 54
Public Library Association. Adult Literacy and Learning Committee, 66
Puleo, N. *Drag Racing*, 35
    Motorcycle Racing, 35
    Road Racing, 35
    Track Racing, 35
Pull Ahead Books. Surge, 39

Radlauer, E. *Drag-Racing*, 38
Ramblers, Gamblers and Lovers. Reading Shelf Series, 38
Rauch, S. *Handbook for the Volunteer Tutor*, 57
Read for Your Life. Palmer, 60,70
Reader Development Bibliography. Forinash, 70
Readers' Digest, 31
Readers' Digest. *Adult Readers*, 48
Reading: Sound and Sense, 48
Reading Shelf Series, 38
The Reading Teacher, 66,68
Recruitment in Adult Basic Education. Florida State University, 54
The Red Badge of Courage. American Classics, 32
Region II Education Service Center. *Career Education Instructional Resources Catalog*, 69
    Instructional Resources for Adult Basic Education Teachers, 69
Requiem for a Heavyweight. Reading Shelf Series, 38
Research to Practice Series. Florida State University, 54
Resources in Education. ERIC Clearinghouse in Career Education, 67

Richard Petty: NASCAR Champion. Hartford Right-To-Read Program, 36
The Right to Read and the Nation's Libraries, 60
The Rights of the Poor. Law, 16
The Rights of Women. Ross, 16
The Rise of Silas Lapham. American Classics, 32
Road Racing. Fearon Racing Series, 35
Rodway, P. *Children's Clothes*, 17
Gifts Galore, 17
The Role of the Paraprofessional in Adult Basic Education. Florida State University, 55
Ronan, M. *Astrology and Other Occult Games*, 38
Roofing Repairs and Application Simplified. Brann, 11
Ross, M. *Handbook of Everyday Law*, 17
Ross, S. *The Rights of Women*, 16
Rubenstone, J. *Crocheting for Beginners*, 17
Knitting for Beginners, 17
Russell, B. *Go Up for Glory.* Falcon Books, 35
Russell, C. *A Birthday Present for Katheryn Kenyaita.* City Limits I & II, 34

Santiesteban, J. *The Chicanos*, 61
Saturday's Child. Seed, 25
Savvy Shopper. Drury, 12
Schaefer, J. *Shane*, 39
Scholastic Dictionary of Synonyms, Antonyms, and Homonyms, 48
Schrieber, F. *A Job with a Future in Law Enforcement and Related Fields*, 25
Schroeder, D. *Occupations 2*, 25
Science and Superstition Series. Aylesworth, 32
Seaman, D. *Preventing Dropouts in Adult Basic Education*, 54
Starting Students Successfully in Adult Basic Education, 54
The Second Treasury of Techniques for Teaching Adults. NAPCAE, 56
Seed, S. *Saturday's Child*, 25
Serling, R. *More Stories from the Twilight Zone*, 39
Requiem for a Heavyweight. Reading Shelf Series, 38
Serpico. Maas, 37
Servants of the Devil. Aylesworthy, 32
Shane. Schaefer, 39
The Shark Bites Back. City Limits I & II, 34
Shea, J. *Algebra, Book One*, 48
Basic Essentials of Mathematics, 49
Shimin, S. *A New Baby!; A New Life*, 16
A Short History of Biology. Asimov, 45
Shulman, I. *West Side Story.* Falcon Books, 35
Signs, 49
The Signs Series. Gordon, 47
Simple Gasoline Engine Repair. Olney, 16
Simple Home Repairs . . . Inside. U.S. Dept. of Agriculture, 20
Simple Plumbing Repairs for the Home and Farmstead. U.S. Dept. of Agriculture, 19
Singer Sewing Machine Company. *How to Sew Knits*, 17
How To Fit Patterns, 17
How To Sew Slipcovers, 17
Singerie, A. *How to Fix It*, 18
Singers of the Blues. Surge, 39
Slenderella. Hartford Right-To-Read Program, 36
Small Appliance Repair. Audel MiniGuides, 10
Smith, B. *A Tree Grows in Brooklyn.* Falcon Books, 35
Smith, C. *Getting People to Read*, 57
Smith, E. *Literacy Education for Adolescents and Adults*, 57
Smith, N. *Be a Better Reader*, 49
Smythe, R. *The Flippin' Best of Andy Capp*, 39
The Sniper. City Limits I & II, 34
Snyder R. *Recruitment in Adult Basic Education*, 54
Guide to Teaching Techniques for Adult Classes, 56
Social Security Handbook. U.S. Dept. of HEW, 20
Some Things That Glitter. City Limits I & II, 34
Sometime Superstar: Rick Barry. Action Profiles, 32
Somos Chicanos. Gomez, 60
Songs and Dreams. Flores, 35
The Soothsayer's Handbook. Horwitz, 36
Soucie, A. *Plant Fun*, 18
Southwest Indian Report. U.S. Civil Rights Commission, 61
Spache, G. *Good Reading for the Disadvantaged Reader*, 57,70
Spare Time Book for Children and Other People. Bernstein, 18
Special Counseling for the Disadvantaged Adult. Prentice-Hall Adult Education Series, 56
Special Techniques that Work in Teaching the Culturally Deprived. Prentice-Hall Adult Education Series, 57
Spillane, M., 31
Sport Karate. Hartford Right-To-Read Program, 36
Sports Hero Series. Burchard, 34
Sports Closeups. May, 37
Sports Illustrated, 31
Star Trek. Blish, 33
Start Off in Leathercraft. Chilton's Basic Crafts Series, 12
Start Off in Making Cloth Handbags. Chilton's Basic Crafts Series, 12
Start Off in Needlepoint. Chilton's Basic Crafts Series, 12
Start Off in Shellcraft. Chilton's Basic Crafts Series, 12

Start Off Making Christmas Decorations. Chilton's Basic Crafts Series, 12
Starting Students Successfully in Adult Basic Education. Florida State University, 54
Stephens, C. *Start Off in Shellcraft*, 12
The Sting, 31
Stoker, B. *Dracula*. Falcon Books, 35
Stories of Edgar Allen Poe. Reading Shelf Series, 38
Strange, Sudden, and Unexpected. Cornell, 34
Stranger Than Fiction. Walsh, 39
Success with Words. Herber, 47
Summary of Communicable Diseases Common Among Children, 18
The Super Showmen. Bennett, 33
Supermarket Survival Manual. Kemp, 15
Surge, F. *Pull Ahead Books*, 39
Swinburne, L. *Chico*. City Limits I & II, 34
System 80, 43

TA for Kids. Freed, 13
Take the Short Way Home and Other Stories. City Limits I & II, 34
Tales of Escape. Jerrome, 37
Tales of Flying. Jerrome, 37
Tales of Railroads. Jerrome, 37
Tales of Rescue. Jerrome, 37
Tales of Spies. Jerrome, 37
Target Books. Bennett, 33
Taylor, P. *Jackson Five*. The Entertainers, 35
Teachers of English to Speakers of Other Languages. *TESOL Quarterly*, 66
Teaching Adults. Dickinson, 54
Teaching Reading to the Disadvantaged Adult. Prentice-Hall Adult Education Series, 57
Teaching the Culturally Disadvantaged Adult. Prentice-Hall Adult Education Series, 57
Techniques for Teachers of Adults. NAPCAE, 68
10-Speed Racer. Hartford Right-to-Read Program, 36
Ten Tales of Mystery and Terror, 39
Terkel, S. *Working*, 61
TESOL Quarterly, 68
They Loved the Land. Bennett, 33
Thielbar, G. *Life Styles*, 60
Three Jazz Greats. Bennett, 33
Thrope, I. *Early Sports Books*, 39
Time-Life Book of Family Finance, 18
Time-Life Family Legal Guide, 18
Times Four. Falcon Books, 35
Track Racing. Fearon Racing Series, 35
Treasure Island. Hi-Lo Illustrated Classics, 36
A Treasury of Techniques for Teaching Adults. NAPCAE, 56
A Tree Grows in Brooklyn. Falcon Books, 35
Trigg, J. *Fashioning Furniture*, 17
Turner, P. *Sometime Superstar: Rick Barry*. Action Profiles, 32
Twain, M. *Huckleberry Finn*. American Classics, 32
20,000 Leagues Under the Sea. Hi-Lo Illustrated Classics, 36

Udvari, S. *Being an Informed Citizen*, 18
Ulmer, C. *Guide to Teaching Techniques for Adult Classes*, 56
  How To Make Successful Use of the Learning Laboratory, 56
  Special Counseling for the Disadvantaged Adult, 56
  Special Techniques that Work in Teaching the Culturally Deprived, 57
  Teaching Reading to the Disadvantaged Adult, 57
  Teaching the Culturally Disadvantaged Adult, 57
  Using Real Life Materials for the Culturally Disadvantaged, 57
U. S. Civil Rights Commission. *Southwest Indian Report*, 61
U. S. Civil Service Commission. *Federal Office Assistant Examination*, 25
  Working for the USA, 25
U.S. Dept. of Agriculture. *Controlling Household Pests*, 18
  Food and Your Weight, 19
  A Guide to Budgeting for the Family, 19
  How to Buy Food, 49
  Low Income Teaching Kit on Child Development, 19
  Low Income Teaching Kit on Clothing, 19
  Low Income Teaching Kit on Food for Thrifty Families, 19
  Money-Saving Main Dishes, 19
  Simple Home Repairs. .Inside, 20
  Simple Plumbing Repairs for the Home and Farmstead, 19
U.S. Dept. of Commerce. *NBS Metric Kit*, 49
U.S. Dept. of HEW. *Beautiful Junk*, 20
  Consumer Guide for Older People, 20
  Infant Care, 20
  Medicaid and Medicare, 20
  Social Security Handbook, 20
  When Your Baby Is on the Way, 20
  Your Baby's First Year, 20
  Your Child From 1 to 6, 20
  Your Child from 1 to 3, 20
  Your Child from 3 to 4, 20

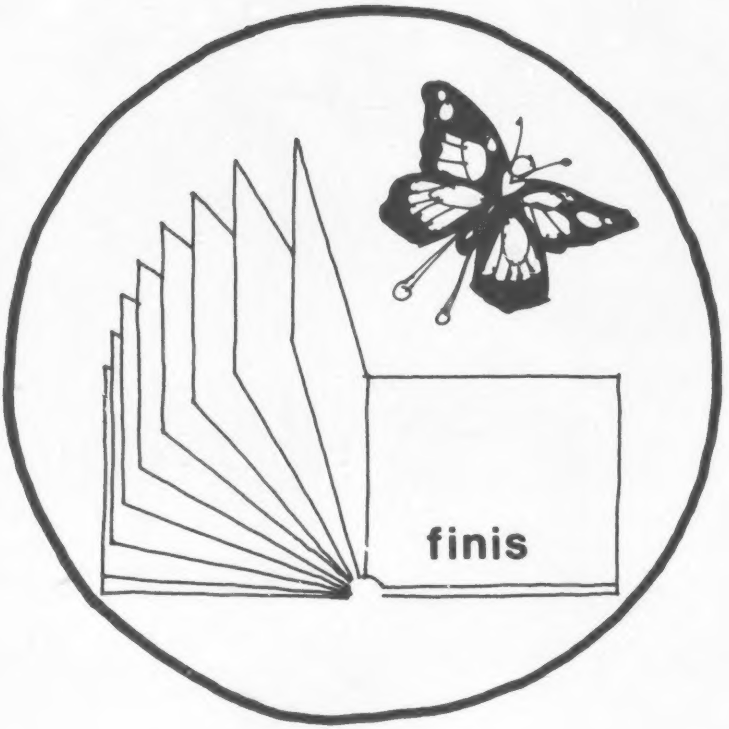
U.S. Dept. of Justice. *Drugs of Abuse*, 20
  Federal Textbook on Citizenship, 49
U.S. Dept. of Labor. *Health Careers Guidebook*, 26
  Jobfinding Techniques for Mature Women, 26
  Jobs for Which Apprenticeships Are Available, 26
  Jobs for Which a High School Diploma Is Generally Required, 26
  Jobs for Which a High School Education Is Preferred, But Not Essential, 26
  Occupational Outlook Handbook, 26
U.S. Dept. of Transportation. *The New Look in Traffic Signs and Markings*, 49
U.S. Government Printing Office. *Price Lists*, 9
U.S. Veterans Administration. *Federal Benefits for Veterans and Dependents*, 21
University of Massachusetts. *Audio-Modular Instructional Materials for Adult Education Staff Development*, 57
University of Texas. *The ABC's of APL*, 69
  Adult Learning (It Can Happen In the Library Too), v
  An Annotated Bibliography of Adult Basic Education and Related Library Materials, vii
  Audio-visuals for a Pre-Employment Curriculum, 26
  Belton, Jerold F., 58
  Establishing Library Learning Centers for Adult Basic Education, v
Using Real Life Materials for the Culturally Disadvantaged. Prentice-Hall Adult Education Series, 57

Vampires and Other Ghosts. Aylesworthy, 32
Varnado, J. *Learning Our Language*, 49
Verner, C. *Physiological Factors in Adult Learning and Instruction*, 54
  Psychological Factors in Adult Learning and Instruction, 54
Voege, R. *Beauty Secrets for the Black Woman*, 21

Wagner, J. *J.T.*, 39
Wagner, W. *It's Still a Mystery*, 35
Walden, D. *On Being Black*, 60
Walker, M. *New Horizons in English*, 48
Wallop, D. *The Year the Yankees Lost the Pennant*.Falcon Books, 35
Wallop, D. *The Year the Yankees Lost the Pennant*. Reading Shelf Series, 38
Walsh, M. *Stranger Than Fiction*, 39
War of the Worlds. Hi-Lo Illustrated Classics, 36
Warner, R. *How To Legally Beat the Bill Collector*, 21
Weeks, D. *Blacks in Time*, 40
Weiss, I. *Zero to Zillions*, 49
Werewolves and Other Monsters. Aylesworth, 32
West Side Story. Falcon Books, 35
Western Lawmen. Surge, 39
What To Do When There's Nothing To Do, 21
What You Should Know About Health Care BEFORE You Call a Doctor. Johnson, 15
Wheeler, H. *Fail-Safe*. Falcon Books, 35
Wheels and Pistons. Butterworth, 34
When People Need Help, 21
When Your Baby Is On the Way. U.S. Dept. of HEW, 20
When You're Teaching Adults. NAPCAE, 56
White, D. *Is Something Up There?*, 40
Whitford, H. *Handbook of American Idioms and Idiomatic Usage*, 50
Widerberg, S. *The Kids' Own XYZ of Love and Sex*, 21
Wilson Library Bulletin, 53
Winners and Losers. Harris, 14
Woman's Day, 9
Women Who Dared To Be Different. Bennett, 33
Word-A-Day. Bach, 45
Working. Terkel, 61
Working for the USA. U.S. Civil Service Commission, 25
The World of Work. Koschnick, 24
World Traveler, 40
Write It Down. Cass, 46

The Year the Yankees Lost the Pennant. Falcon Books, 35
The Year the Yankees Lost the Pennant. Reading Shelf Series, 38
Yearnings. Chavez, 34
You and Your Job, 26
You Can Be a Carpenter. Liebers, 24
You Can Be a Mechanic. Liebers, 24
You Can Be a Plumber. Liebers, 24
You Can Be a Successful Teacher of Adults. NAPCAE, 56
You Can Be an Electrician. Liebers, 24
You Can Do It! Series, 21
Your Baby's First Year. U.S. Dept. of HEW, 20
Your Career If You're Not Going to College, 24
Your Child from 1 to 6. U.S. Dept. of HEW, 20
Your Child from 1 to 3. U.S. Dept. of HEW, 20
Your Child from 3 to 4. U.S. Dept. of HEW, 20
Your Job Interview, 27

Zero to Zillions. Weiss, 49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